

POLICE DEPARTMENT Danvers



NAME OF GRANT: **AUTOMATED LICENSE PLATE READER GRANT**

EFFECTIVE DATES: JULY 1, 2011 to SEPTEMBER 30, 2011

DEPT. CONTACT PERSON: ELAINE A. RUSSO

COPY SENT TO LENNY MARSHALL, TOWN ACCT: October 6, 2011

AMOUNT AWARDED: \$ 16,950

EXPENDITURES/BUDGET CATEGORY: LINE ITEM/CODE:

EQUIPMENT

BUDGETED AMT:

\$ 16,950.00

Less In-Kind Match

- 4,237.50

Amount Covered by Grant

\$ 12,712.50

GRANT NUMBER:

Comments

Additional Comments:

AUTOMATED LICENSE PLATE READER

ELSAG MPH-900 \$16,350.00

Operation Center License \$ 600.00

Grant Amt Awarded: \$16,950.00

This grant is for the cost of

AUTOMATED LICENSE PLATE READER ELSAG MPH-900

Operation Center License

\$ 16,350.00

\$ 600.00

Grant Amt Awarded: \$ 16,950.00 (Equipment)

Less Danvers Police Dept's Total In-Kind Match: \$ -4,237.50

Total Amount to be covered through Grant: \$ 12,712.50

ELSAG North America205-H Creek Ridge Road
Greensboro, NC 27406**INVOICE**

Invoice Number: 15667S

Invoice Date: Sep 22, 2011

Page: 1

Voice: 336-379-7135

Fax: 336-379-7164

Sales Order: 100004865

Bill To:Danvers Police Dept
120 Ash St.
Danvers, MA 01923
United States**Ship to:**Danvers Police Dept
120 Ash St.
Danvers, MA 01923
United States

Customer ID	Customer PO	Payment Terms	
DANVERS PD - MA		Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
FOX	Standard - Air	9/22/11	10/7/11

Quantity	Item	Description	Unit Price	Amount
1.00	110082	MPH-900 ADM3 ST2 16/25 10ft	15,000.00	15,000.00
1.00	210002	Installation Support	1,350.00	1,350.00
1.00	421140	CV Split Clicker Mount		
1.00	420069-S	Hedley Trunk Mt Assembly-AD3S		
1.00	410322	Operation Center License	600.00	600.00
1.00	520001	Service Plan Year 1		

3070.00

1237.50

100 0110 54307

100 0110 52405

Grand Amt

\$ 16,950.00

16950.00

Vetter = 26023

J. ID# 80-0110 52405

144685

Subtotal	16,950.00
Sales Tax	
Total Invoice Amount	16,950.00
Payment/Credit Applied	
TOTAL	16,950.00

Overdue invoices are subject to late charges.

Russo, Elaine

From: Lovell, James
Sent: Friday, October 07, 2011 12:28 AM
To: Russo, Elaine
Subject: Grant Nightmare!!!

Good Morning Elaine,

I was reviewing and preparing some of the paperwork for the License Plate Reader Grant and found a sentence that may answer some of our questions. "A copy of all paid invoices and packaging slips must be included; Purchase orders will not be accepted as supporting documentation for reimbursement." Unfortunately if we do not have the paperwork filed by October 15, 2011 we may risk the reimbursement of 12,000 + dollars. No pressure.....

Please let me know if there is anything I can do to help, I will be home with the kids most of the day tomorrow.

Jamie

Respectfully Submitted

Sergeant Jamie Lovell
Danvers Police Department
120 Ash Street, Danvers MA 01923
978-774-1212 (Voice Mail ext 147)
lovelli@mail.danvers-ma.org

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Town of Danvers
DANVERS, MASSACHUSETTS

EASTERN BANK
LYNN, MASSACHUSETTS
53-179/113

173880

DATE
10/13/11

AMOUNT

16,950.00

SIXTEEN THOUSAND NINE HUNDRED FIFTY DOLLARS & NO CENTS

ELSAG NORTH AMERICA
205 H CREEK RIDGE RD.
GREENSBORO NC 27406

Joseph A. Collins
TREASURER

⑈173880⑈ ⑆011301798⑆ 00 1666 7⑈

Ref.No	Invoice	Date	Amount	Paid Amount	Discont	Net Amount
314111	15667S	09/22/11	16,950.00	16,950.00		16,950.00

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your most recent tax return)

Elsag North America, LLC

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership
☒ Limited liability company Enter the tax classification (Disregarded entity, C corporation, Partnership) **C**
☐ Other (see instructions) **>**

☐ Exempt
payee

Address (number, street, and apt. or suite no.)

205 H Creek Ridge Rd.

City, state, and ZIP code

Greensboro, NC 27410

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number

80

0119568

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign
Here

Signature of
U.S. person **>**

Lin Lyon

Date **>** *9/30/11*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Russo, Elaine

From: Lovell, James
Sent: Tuesday, October 04, 2011 12:18 PM
To: Russo, Elaine
Subject: RE: ELSAG

Really?

From: Russo, Elaine
Sent: Tuesday, October 04, 2011 12:14 PM
To: Lovell, James
Subject: RE: ELSAG

Jamie,

Can I please have a complete copy of this grant.

Thank you,

Elaine

From: Lovell, James
Sent: Tuesday, October 04, 2011 12:11 PM
To: Russo, Elaine
Subject: ELSAG

Good afternoon Elaine.

The Danvers Police Department/Town of Danvers will be responsible for \$4,237.50. Once paid and the paperwork submitted to the State (EOPPS) we should be reimbursed 12,712.50. The paperwork is due by October 15, 2011. Please let me know if you have any additional questions.

Jamie

Respectfully Submitted

Sergeant Jamie Lovell
Danvers Police Department
120 Ash Street, Danvers MA 01923
978-774-1212 (Voice Mail ext 147)
lovellj@mail.danvers-ma.org

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Jamie

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Russo, Elaine

From: Marshall, Leonard
Sent: Tuesday, March 27, 2012 8:35 AM
To: Russo, Elaine
Subject: GRANTS

Elaine:

What can you tell me about the Plate Reader Grant and the G.R.E.A.T. Program Grant? Both of them have deficit balances.

Lenny

Russo, Elaine

From: Lovell, James
Sent: Tuesday, April 03, 2012 8:48 PM
To: Russo, Elaine
Subject: LPR Grant

Good morning Elaine,

I have placed a copy of the grant in your mail box. I believe the total cost of the unit was \$16,950.00 and I believe we are responsible for \$4,237.50. Does this help or make sense? I will be in today at 5:00 pm.

Jamie

Respectfully Submitted

Sergeant Jamie Lovell
Danvers Police Department
120 Ash Street, Danvers MA 01923
978-774-1212 (Voice Mail ext 147)
lovellj@mail.danvers-ma.org

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Russo, Elaine

From: Marshall, Leonard
Sent: Thursday, April 05, 2012 1:10 PM
To: Russo, Elaine
Subject: RE: GREAT GRANT

The only receipt under the GREAT grant is \$5119.16.
Nothing has been received under the Plate Reader Grant.

From: Russo, Elaine
Sent: Thursday, April 05, 2012 12:51 PM
To: Marshall, Leonard
Subject: GREAT GRANT

Lenny,

Attached is a copy of the Transaction History for payments on the GREAT Grant. The total reimbursement amount was \$35,000 – is this reflected in the GREAT Grant Account?

The total costs of the License Plate reader was \$16,950. \$12,712.50 should have been received from the State. The other \$4,237.50 was paid out of our budget (in-kind match). Has this amount been received?

Thanks for your help,

Elaine A. Russo

Executive Assistant
Danvers Police Department
120 Ash Street, Danvers, MA 01923
(978) 774-1213 x122/Fax: (978) 762-0258
E-mail: erusso@mail.danvers-ma.org

Russo, Elaine

From: Russo, Elaine
Sent: Thursday, April 05, 2012 7:12 PM
To: Lovell, James
Subject: LICENSE PLATE READER GRANT

Jamie,

I know you sent in the paperwork (on time) for the reimbursement for the above.

Did you receive a confirmation? Can you call your grant contact and ask them if they could give us a date and any other information regarding the payment?

Thank you,

Elaine A. Russo

Executive Assistant
Danvers Police Department
120 Ash Street, Danvers, MA 01923
(978) 774-1213 x122/Fax: (978) 762-0258
E-mail: erusso@mail.danvers-ma.org

Russo, Elaine

From: Lovell, James
Sent: Sunday, April 08, 2012 8:01 AM
To: Russo, Elaine
Subject: FW: ALPR Reimbursement

Good Morning Elaine,

According to Dan Demille the program coordinator, the payment was issued on 11/15/11 and the EFT# is 315A1009785. If you have any other questions, please let me know.

Jamie

-----Original Message-----

From: Demille, Daniel (CCJ) [<mailto:daniel.demille@state.ma.us>]
Sent: Friday, April 06, 2012 3:00 PM
To: Lovell, James
Subject: FW: ALPR Reimbursement

See below.

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116
Direct Line: 617-725-3341
Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

Cops are getting even more serious about drunk driving. Drive Sober or Get Pulled Over.

-----Original Message-----

From: Veiga, Denise (OGR)
Sent: Friday, April 06, 2012 1:46 PM
To: Demille, Daniel (OGR)
Subject: RE: ALPR Reimbursement

EFT# 315A1009785, Issued 11/15/11

-----Original Message-----

From: Demille, Daniel (OGR)
Sent: Friday, April 06, 2012 8:46 AM
To: Veiga, Denise (OGR)
Subject: FW: ALPR Reimbursement

Can you get me an EFT for this? The reimbursement should have been for \$16,950 from September.

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116

Direct Line: 617-725-3341

Fax: 617-725-0260

Daniel.DeMille@state.ma.us

www.mass.gov/highwaysafety

Cops are getting even more serious about drunk driving. Drive Sober or Get Pulled Over.
-----Original Message-----

From: Lovell, James [<mailto:lovellj@mail.danvers-ma.org>]

Sent: Thursday, April 05, 2012 8:20 PM

To: Demille, Daniel (OCR)

Subject: ALPR Reimbursement

Good Morning Dan,

Could you please give me an update on the reimbursement status for the Automated License Plate Reader? The Chiefs Executive Assistant advised me that we have not received any payment and Town Hall is inquiring about when we should receive the reimbursement.

Thank you for your assistance,

Sgt. Jamie Lovell

Danvers Police Department

120 Ash Street, Danvers MA 01923

978-774-1212 ext 147

lovellj@mail.danvers-ma.org

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Highway Safety Division
10 Park Plaza, Suite 3720
Boston, MA 02116
Tel: 617.725.3341

Application for Grant Funds (AGF)
FFY 2011 Automated License Plate Reader Grant Program
Deadline for Applications: Noon, November 29, 2010

The Executive Office of Public Safety and Security (EOPSS), Office of Grants and Research (OGR), Highway Safety Division (HSD) announces the availability of up to \$300,000 in federal grant funding in federal fiscal year 2011 for the Massachusetts State Police and municipal law enforcement agencies for purchase of Automated License Plate Readers (ALPR). Contracts awarded under this grant will run through June 30, 2011.

To be eligible for this grant funding, departments must submit a Grant Application and required forms. The AGF Narrative, Grant Application, and required forms are posted on www.mass.gov/highwaysafety under "Automated License Plate Reader Program."

Questions about the application and technical assistance can be directed to Dan DeMille at Daniel.DeMille@state.ma.us or 617.725.3341.

Announcement of grant awards is anticipated to be on or around January 7, 2011.

BACKGROUND

Within the Commonwealth of Massachusetts, the EOPSS/HSD is the entity responsible for planning, implementing, and evaluating highway safety projects with federal funds. The mission of EOPSS/HSD is to reduce fatalities, injuries, and economic losses from motor vehicle crashes on Massachusetts roadways. The EOPSS/HSD also works to coordinate the efforts of federal, state, and local organizations involved in highway safety in Massachusetts.

The EOPSS/HSD recognizes that motorists who are driving unlicensed, with a revoked driver's license, or uninsured pose a threat to law-abiding citizens. Typically these drivers only encounter law enforcement when observed violating a traffic law or are involved in a crash. However, an ALPR can recognize over 1,000 license plates an hour on vehicles as they pass either a portable or stationary unit at vehicle speeds up to 70 mph. The information downloaded into the plate reader from the Commonwealth Criminal Justice Information System (CJIS) allows a law enforcement officer to detect a motor vehicle driven by an unlicensed and/or revoked operator and many other violations. This occurs even if the driver of the vehicle has not committed a traffic offense or been involved in a traffic crash. Based on the alert given when a violation has been detected, the police officer can intervene before this driver is involved in a traffic crash or commits another violation that could result in serious injury to an innocent victim.

In order to combat these crimes, along with many others, with the latest technology, the Commonwealth of Massachusetts would like to enhance the deployment of ALPRs on a coordinated basis. ALPRs can also be an essential tool when an AMBER or Be on the Lookout (BOLO) alert is issued.

GRANT PROGRAM DETAILS

- Program Goal: Grants will be awarded to approximately 20 qualified state and municipal law enforcement agencies. This number is dependent on the number of qualified applicants and available federal funding.
- All municipal police departments and the state police are eligible for grant funding.
- Each local department and the state police is eligible for one unit under this grant.
- Departments are expected to participate in press events, trainings, meetings, or other events as deemed appropriate by EOPSS and the grant recipient.
- Funding for this grant program is subject to the continuing availability of federal funds.
- Departments will be required to incorporate this equipment/system into its official inventory control system following state and federal regulations.
- Departments that procure ALPR systems under this grant program agree to electronically submit captured license plate data to the state repository maintained by the Criminal Justice Information Services (CJIS) Division at the Commonwealth's Public Safety Data Center. Captured license plate data will be made available to local, state and national law enforcement as needed to support official law enforcement operations. Guidelines for submission and retrieval of license plate data will be made available to all participating departments at the time of installation and connection of the ALPR systems.
- For applicants to be considered for funding, the police department must demonstrate the ability to technically support the operation of the systems as well as the ability to understand and prepare systems to receive and send data files as prescribed by the CJIS Division of EOPSS.
- The use of ALPR systems shall be for official law enforcement operations only.
- Non-participation or non-compliance with program goals may result in contract suspension, termination, non-reimbursement of expenses or surrender to EOPSS of the ALPR system(s).
- An effort will be made to disperse units geographically.
- Failure to report any of the above may result in repossession of ALPR unit.

Public Outreach

- Advance public notification and follow-up of enforcement activity is required. The EOPSS-HSD will provide sample news releases for department use by mail and on the EOPSS-HSD website at www.mass.gov/highwaysafety, then click on Automated License Plate Reader Program. Newspaper clippings generated by department press releases and reports of local radio and TV coverage should be included with grant reports as well as posted on department/community websites and in annual reports.
- All public communications and/or news releases concerning any grant activity shall indicate that the project is funded by the EOPSS.

BUDGET DETAILS

- Award funds are for purchase of ALPR units only.

- Departments must only purchase ALPR units from approved vendors via a statewide contract managed by the EOPSS Office of Information Technology Information & Services (OTIS). Departments may negotiate with the approved vendors below for best value to the department.
 - Adamson Industries
Steven Contarino
45 Research Drive
Haverhill, MA 01832
800-232-0162
scontarino@adamsonindustries.com
 - Elsag
Rob Garrigan
412 Clock Tower Commons
Brewster, NY 10509
800-278-5425
Rob.garrigan@elsagna.com
 - MHQ
Frank Chase
401 Elm Street
Marlborough, MA 01752
508-573-2600
CChase@mhq.com
- EOPSS will reimburse departments the full amount of the procurement from the approved vendor list.
- Departments must submit a signed statement to EOPSS/HSD for the item(s) to be approved in advance of any purchases.
- No funds will be provided for indirect costs associated with the grants.
- No funds will be provided for training or salaries.
- Departments will be responsible for paying for additional warranty and maintenance costs.
- If additional federal funds become available, funding to additional eligible departments may be awarded based on submission of applications from this original AGF.
- At least 20% (\$60,000) of funding will be allocated to cities and towns with a population under 30,000.
- At least 20% (\$60,000) of funding will be allocated to cities and towns with a population 30,001-50,000.
- A maximum of 60% (\$180,000) of funding will be allocated to cities and town with a population 50,001+ and the state police.

Reporting and Record Keeping

- Expenditure, activity and in-kind match reports must be submitted each month, no later than the 15th of the month following purchase. All reporting forms will be made available to departments in hard-copy form and at www.mass.gov/highwaysafety, under "Automated License Plate Reader."

- Reimbursements must be submitted by the deadlines established by HSD. Failure to meet reporting deadlines may result in non-reimbursement and return of ALPR.
- Reporting forms must be signed and dated in blue ink and an original and one copy submitted to the HSD by mail. Electronic signatures and faxed copies of these reports will not be accepted. Failure to submit reports on assigned dates will result in non-reimbursement.
- This is a cost reimbursement grant program. Be sure to notify your community Treasurer's Office so your reimbursement does not go into the General Fund. Funds awarded under this grant are from the National Highway Transportation Safety Administration (NHTSA), CFDA #20.600.
- Once departments receive written EOPSS/HSD Authorization to Proceed, all approved equipment and materials must be received no later than June 30, 2011.
- Departments must submit a signed EOPSS/HSD Authorization to Proceed Form, the HSD Equipment Request form, invoice(s) with itemized prices from vendor(s) and packing slip(s) from vendor(s) to be considered for reimbursement.
- No department should make purchases until a contract has been signed by the department and EOPSS-HSD and notification has been issued. **No costs incurred before a department receives written notification will be reimbursed.** There can be no exceptions.

In-Kind Match

- Grant recipients are required to provide an in-kind (soft) match which represents 20% of the total project cost. For example if you receive \$5,000, your 20% match would be calculated as follows: \$5,000 divided by 80% = \$6,250 X 20% = \$1,250.
- Failure to submit an in-kind report will result in delay or non-reimbursement.
- Applicants must insure that their in-kind or match is identified in a manner that guarantees its accountability during a review or an audit.
- Departments can only use their match once per grant with EOPSS-HSD.
- Matching funds cannot be federal dollars from another grant.
- Indicate planned in-kind contributions by item and dollar amount on application. In-kind contributions can include estimated administrative costs and operational expenses that can be incurred by the department during the administration or performance of the grant. Examples may include but are not limited to:
 - Officer/supervisor time on project
 - Fringe benefits and indirect costs for officers and/or supervisors
 - Materials, supplies, postage, project related telephone calls
 - Transportation/mileage for project meetings and associated trainings
 - Department webpage development
 - Preparation of financial reports for reimbursement
 - Preparation of activity reports
 - Educational sessions, specialized and roll call training costs and costs associated with court time
 - Department time for community presentations
 - Maintenance to cruisers and equipment
 - Officer time to conduct traffic safety educational initiatives
 - Printing of any community-based public information materials and incentives

Safety Belt Policy

- Departments must establish and enforce a written safety belt policy which must be submitted with your application. A copy of the IACP recommended policy is located at www.mass.gov/highwaysafety.
- Departments without a written safety belt policy may apply for grant funding, but award will be reduced by 50%.

Supplanting

- Supplanting of funds is prohibited.
- Funds for programs and services provided through this grant are intended to supplement, not supplant, other state or local funding sources.

SUBMISSION OF APPLICATION

A qualified application packet must be based on the attached grant application form and all required attachments.

For the initial application deadline, an original application form with attachments, along with eight copies, must be received at HSD by noon, November 29, 2010. It is suggested that departments verify with EOPSS-HSD receipt of application prior to deadline. Please email Dan DeMille at Daniel.DeMille@state.ma.us to verify receipt.

Please direct application packets to:

Dan DeMille
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116

Faxed and electronic responses will **NOT** be accepted.

SELECTION CRITERIA

Grant awards will be based on the criteria below:

- Strength and effectiveness of application, i.e. understanding of project, innovative approach to project
- Problem identification, i.e. traffic enforcement and crime statistics
- Applicant's plan for deployment of unit
- Applicant's capability to administer technology
- Demonstrated experience and credibility in statewide highway safety
- Budget detail and in-kind contributions
- Identification of realistic and measurable goals and objectives
- Evaluation component
- Best Value to the Commonwealth

Incomplete responses or unsigned applications may be disqualified, though EOPSS does reserve the right to work with departments to obtain missing or incomplete information.

DANVERS POLICE DEPARTMENT



To: Dan DeMille, Program Coordinator
Executive Office of Public Safety and Security
Office of Grants and Research
Highway Safety Division
10 Park Plaza, Suite 3720
Boston, MA 02116

From: Sgt. James P. Lovell
Danvers Police Department
120 Ash Street
Danvers MA 01923

Re: 2011 Automated License Plate Reader Grant Program

Date: November 24, 2010

Dear Mr. DeMille,

The Danvers Police Department was excited to receive information on the FFY 2011 Automated License Plate Reader Grant Program. Attached are an original and eight copies of the following documentation:

- Completed Grant Application.
- Completed Contractor Authorized Signatory Listing.
- Danvers Police Department Policy and Procedure 38.0, the Patrol Vehicle which documents the mandatory use of safety belts.
- Danvers Police Department Policy and Procedure 83.0, Safety Belt Enforcement.
- ELSAG North America Law Enforcement Systems quote for the Automated License Plate Reader (MPH-900).
- ELSAG North America Law Enforcement Systems LPR Bid Specifications.
- A Danvers Police Incident Report and Bulletin documenting the Department's experience with an Automated License Plate Reader.

In advance I would like to thank you for considering the Danvers Police Department for the 2011 Automated License Plate Reader Grant Program.

Respectfully Submitted,

James P. Lovell

Sgt. James P. Lovell

Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Office of Grants and Research
Highway Safety Division
10 Park Plaza, Suite 3720
Boston, MA 02116
Tel: 617.725.3341

Application for Grant Funds (AGF)
FFY 2011 Automated License Plate Reader Grant Program
Deadline for Applications: Noon, November 29, 2010

All sections must be completed to be eligible.

Name and Complete Address of Department or Municipality			
Danvers Police Department 120 Ash Street, Danvers MA 01923 978-774-1212 (Business Line) 978-777-8861 (Fax Line) Danverspolice.com			
Chief's Last Name	First	Middle Initial	
Ouellette	Neil	F.	
E-Mail Address	Telephone	Fax	
ouellenen@mail.danvers-ma.org	978-774-1212 ext 135	978-777-8861	
Grant Contact Last Name	First Name	Middle Initial	Title
Lovell	James	P.	Sergeant
E-Mail Address	Telephone	Fax	
lovellj@mail.danvers-ma.org	978-774-1212 ext 147	978-777-8861	
Applicant Profile			
Does your department currently have any ALPR units in use? If so, how many?		No	
Number of full-time officers		46 Full Time Officers	
Number of part-time officers		0 Part Time Officers	
What is the population of your community according to the 2009 census?		27,228	
How large is your community (square miles)?		14.1 square miles	

Problem Identification

Category	2007	2008	2009
Number of unlicensed motorist citations	107	85	78
Number of uninsured motorist citations	31	29	20
Number of operating with a suspended license citations	94	100	70
Number of operating with a suspended license arrests	58	53	34
Number of stolen vehicles reports	38	33	23
Number of stolen vehicle arrests	1	5	2

Proposed Programming

Experience- Provide a summary of previous experience your department has with highway safety initiatives (Click It or Ticket, Massachusetts Law Enforcement Challenge, crash reporting, etc.).

The Danvers Police Department has a strong commitment to highway safety initiatives and its mission to reduce fatalities, injuries and economic loss resulting from motor vehicle crashes. The Department has been committed to these initiatives since the mid 1990's. Officers have participated in such programs as "Click it or Ticket", OUIL patrols, cross walk enforcement and aggressive driving patrols. The Department has exceeded the expectations set forth in the initiatives in which we have participated. The following is a list of our most recent initiatives:

- 08/2009 thru 09/2009 – Bicycle/Pedestrian Safety Grant
- 12/11/2009 thru 01/03/2010 - Drunk Driving - Over the Limit under Arrest
- 07/ 2010 thru 09/2010 – Child Passenger Safety Program
- 03/24/2010 thru 06/21/2010 - Click It or Ticket
- 06/2010 thru present – Bicycle Helmet Grant
- 07/23/2010 thru 07/31/2010 - Click It or Ticket
- 08/20/2010 thru 09/06/2010 - Drunk Driving - Over the Limit under Arrest.

The Danvers Police have also participated in the Massachusetts Law Enforcement Challenge and recently received an Award of Excellence in the bronze category in the 2010 challenge. The Danvers Police Department is in the process of obtaining a computerized diagram module that would allow the Department to submit crash reports on line. The Department has also been working with Advanced Public Safety, a Florida based company, who specializes in electronic citations to develop a program that exports RMV data into an e-citation software. We have also met with members of the Criminal History System Board and the Registry of Motor Vehicles and hope to be on the forefront of e-citations in the Commonwealth.

With the goal of reducing injuries and fatalities form motor vehicle crashes, another area the Danvers Police have concentrated on over the past few years is educating the youth of Danvers about the dangers of drinking and driving. The Danvers Police Department has a working partnership with DanversCares, a community coalition which educates teens

about the dangers of drugs and alcohol. The Danvers Police Department is a member of this coalition and has taken steps to reduce teen access to alcohol through bi-annual compliance checks at local establishments and package stores. Cops in Shops programs, conducted parking lot surveillance at package stores, conducted shoulder taps to assess the willingness of individuals to purchase alcohol for teens, and other educational efforts offered to both students and businesses in the area. The Danvers Police Department has a specialized policy that addresses responses to underage drinking parties and proper dispersal practices that release teens to parents and/or responsible adults to reduce alcohol related crashes. Our Juvenile Division also conducts periodic safety belt checks at all schools as an educational tool on the importance of wearing seat belts, as well as participating in an initiative to place mentors from the high school on elementary school busses to prevent bullying and ensure a safe environment. Over the past several years, officers have also participated in the Massachusetts Registry of Motor Vehicles Operation Yellow Blitz, citing operators who fail to stop for school busses picking up and dropping off students.

Timeline- Provide your projected timeline for unit purchase, training, and implementation (January 2011-June 30, 2011).

If awarded the funding for the Automated License Plate Reader the Danvers Police would expect to have the system purchased, installed and operational within a three month period. The training for the officer on the street would be minimal since many of our officers are already familiar with the system and how it operates. In 2009, the Danvers Police Department had the opportunity to test the ELSAG Automated License Plate Reader and the PIPPS for approximately one month each. These units were loaned to us from NEMLEC and the Somerville Police Department. During this short testing period, officers had the opportunity to see the unit's capabilities as well as see its potential. Since then we have been in constant contact with one of the sales representatives. An Automated License Plate Reader was proposed for last year's budget. Unfortunately due to budget cuts and layoffs, we have not been able to make the investment in this valuable technology.

Project Activities- Describe your proposed deployment use (how many hours per day, per week, etc.).

The Automated License Plate Reader will be installed in a new 2011 fully marked Ford Crown Victoria and assigned to our most productive officers. Our goal would be to have the cruiser on the road a minimum of 16 hours per day, seven days a week. This would not be uncommon for a Department our size taking into consideration the size of our fleet. Specially assigned patrols of the hotels/motels and larger scale apartment complexes would operate during the midnight shift where call volume is lower in order to detect unregistered and uninsured vehicles. Currently officers are assigned to one of four areas on a four month rotation which would ensure that the Automated License Plate Reader would be utilized throughout the Town. Another option would be to assign the cruiser installed with the ALPR to a roving area cruiser during the day and evening shift

which has no geographical boundaries within the Town allowing maximum exposure.

Capabilities- Describe your department's technical capabilities to implement this program.

The Danvers Police Department currently has nine front line patrol cars, six fully marked, two low profile cruisers and one unmarked. All nine cruisers have laptop stands permanently installed and all have Panasonic Toughbook's assigned to them. The department is in the process of updating all of the Verizon air cards. We feel that our current system will be able to run all of the necessary software and have the ability to update the data files from the Massachusetts Registry of Motor Vehicles on a regular basis.

Goals- Identify specific, measurable, attainable, realistic and time-bound goals and objectives for this program (i.e. increase uninsured motorist violations by 20% over 2009 levels by August 2011).

If awarded this grant, the Danvers Police Department would expect to increase the number of unregistered and uninsured vehicles taken off the road, registration plates seized and identify and prosecute unlicensed, suspended and revoked operators by a minimum of twenty five percent over 2009 levels by August of 2011.

Evaluation- Describe your evaluation plan (for example, a pre and post data comparison for your community during the grant period with the same time period in the previous year).

The evaluation process for this project will be coordinated with our full time crime analyst. Based on that input, parameters will be developed for the tracking of the number of unlicensed operators, unregistered/uninsured vehicles, and stolen vehicles recovered with the assistance of the Automated License Plate Reader. These incidents will be either documented by a notation in the CAD system or a written narrative. With the assistance of the crime analyst, comparisons will be made against accumulated data from 2009 to evaluate the effectiveness of the program. Any incidents involving the assistance of the Automated License Plate Reader that have a significant impact on the community or this department will also be presented during the evaluation process.

Additional Information- Provide any additional information about your current and/or proposed ALPR program you would like EOPSS to consider when evaluating your AGF response (major highways through community, commuter population).

The Town of Danvers is only 14.1 square miles, yet we have a major shopping mall, six strip malls/shopping plazas, several industrial parks, ten hotels and motels, a harbor with several marinas, two large apartment complex's with over 750 Units, a portion of a

municipal airport and two major highways (Rte 1 & Rte 95) as well as four high traffic state roads (Rte 128, Rte 114, Rte 35 & Rte 62). Our Town's population as well as the traffic on our roadways increases dramatically on a daily basis.

Automated License Plate Readers greatly enhances an officer's potential to observe traffic offenses by alerting officers to vehicles with existing violations such as suspended or revoked registrations. Based on our prior experience, the Danvers Police Department believes we can incorporate the technology of Automated License Plate Reader to assist patrol officers and detectives in their daily activities. In addition to the Hot List downloaded from the Massachusetts Registry of Motor Vehicles, the ELSAG unit has the capability to add additional registration plates to the system with associated notes.

An additional area the Department feels this technology could be utilized is the deployment of the Automated License Plate Reader in high crime areas to identify stolen vehicles and to collect data on escape routes after serious crimes have been committed. This technology will enable the Department to collect intelligence data relative to house break suspects, car break suspects, along with identifying habitual traffic offenders such as those convicted of Operating Under the Influence of alcohol and drugs. With the ability to enter BOLO's and search for the registrations previously scanned by the Automated License Plate Reader, we feel we could assist our community as well as others in locating a vehicle if an Amber Alerts is issued. This capability can also be a valuable investigatory tool.

During our trial period in 2009 we were experiencing an increase in larcenies from motor vehicles. We were able to work with our crime analyst to create a list of area suspects and the vehicles they were operating. This data came from internal information as well as intelligence obtained from area departments throughout the north shore. We were able to enter this data into the ELSAG software so officers would be alerted to a suspect vehicle in the area. Once alerted to the presence of a vehicle, the officer was provided with intelligence and they could see exactly where the vehicle was located. On one occasion a vehicle associated with a suspect responsible for dozens of car breaks was located in the lot of the Danvers Wal-Mart. The officer was alerted to the presence of the car and later stopped the vehicle for a motor vehicle infraction. The operator had a suspended driver's license and was issued a summons to court on the charges (Copy of Incident Report is Attached).

A second incident involved a larceny from a store at the Liberty Tree Mall. The suspects fled the area in the direction of the police station, almost striking an officer. One of the responding officers had the Automated License Plate Reader installed in his cruiser. As the vehicle passed him at an extremely high rate of speed, the Automated License Plate Reader captured the license plate. The picture captured the front plate of the suspect vehicle. We were able to confirm the make/model of the vehicle and the GPS system was able to mark exactly where the vehicle passed the officers as it fled the scene of the theft. With this information, a flier was created with the vehicle information, photo of the plate and front portion of the vehicle and a map of the location of the vehicle where it was last seen. On a side note, we missed capturing the drivers face by a few feet (Copy

of this flier is attached).

These are just two examples of what we see as the potential of an Automated License Plate Reader. We strongly feel that we can incorporate the technology of the Automated License Plate Reader to not only take unregistered, uninsured, and unlicensed operators and vehicles off the roadway but also assist us in investigatory functions.

BUDGET TEMPLATE

January 2011 - June 30, 2011- also provide specification sheet from your chosen vendor

Equipment	Cost/Rate	Total
(1) ELSAG MPH-900	\$16,350.00	\$16,350.00
(1) Operations Center License	\$ 600.00	\$ 600.00
Total		\$16,950.00

Total funding requested \$16,950.00

Please Note:

If your department does not have an officer safety belt policy, 50% of your total grant award will be deducted. If your department falls into this category, please provide a statement agreeing that the balance will be paid by your department or that no funds will be awarded.

Grant recipients are required to provide an in-kind (soft) match which represents 20% of the total project cost. For example if you receive \$5,000, your 20% match would be calculated as follows: \$5,000 divided by 80% = \$6,250 X 20% = \$1,250.

FEDERAL IN-KIND MATCH REQUIREMENTS - REQUIRED

Item/Service	Quantity	Cost	Total
ELSAG MPH 900	One	\$16,950.00	\$4,237.50

Department's plan to pay for additional maintenance and warranty costs:

The Danvers Police Department would submit for funding through the annual budget, \$1,600 a year for the next three years to fund the service plan that consists of software upgrades, annual training, service, parts and labor.

For EOPSS/HSD Use:

Revised Total Request:

\$ _____

Applications due on or before November 29, 2010 at noon to:

Dan DeMille, Program Coordinator
Executive Office of Public Safety and Security
Office of Grants and Research
Highway Safety Division
10 Park Plaza, Suite 3720
Boston, MA 02116

CHECK LIST

- ☐ Completed Application (original and 8 copies)
- ☐ Required Signatures
- ☐ Safety belt policy or commitment to establish one by DATE
- ☐ Contract Authorized Signatory Listing

Please note that in the event that your department or municipality is selected for an award, a Standard Contract Form and General Subrecipient Conditions will be provided for your signature at that time.

Before signing below, or obtaining signature, please be sure the entire application is complete.

ASSURANCES

The Danvers Police Department/municipality acknowledges and agrees to comply with all grant contract requirements and performance measures. This municipality or department understands and agrees that a grant received as a result of this application is subject to the regulations governing highway safety projects and grant management requirements and will comply with all State and Federal Guidelines. Funding is based on availability of federal funds. I hereby acknowledge my understanding of the above grant requirements and will comply with the best of my ability:

NEL F. OVERKAMP, CHIEF OF POLICE
Authorized Representative Name and Title (please print)

Please note that the signatory must be authorized to enter into a contract with the Commonwealth.

NEL F. OVERKAMP
Authorized Signature in blue ink

11/22/10
Date signed in blue ink

Deadline: An original application form with attachments, along with three copies, must be received by HSD by **noon on November 29, 2010**. Faxed and electronic responses will **NOT** be accepted.

*It is suggested that departments verify with EOPSS-HSD receipt of application prior to deadline (this is because of recent mail delivery problems). Please email Dan DeMille at Daniel.DeMille@state.ma.us to verify receipt.

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May

2004



CONTRACTOR LEGAL NAME :

CONTRACTOR VENDOR/CUSTOMER CODE:

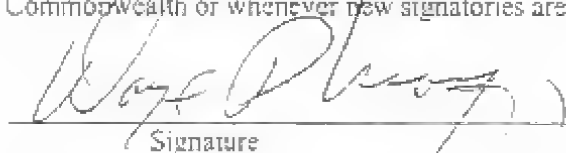
INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: *Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.*

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Neil F. Lerman	Chief Executive Officer

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.


Signature

Date: 11-23-14

Title:

Telephones:

Fax:

Email:

[Listing can not be accepted without all of this information completed.]

A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May

2004



CONTRACTOR LEGAL NAME :

CONTRACTOR VENDOR/CUSTOMER CODE:

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures.
It is recommended that Departments obtain authentication of signature for the signatory
who submits the Contractor Authorized Listing.

This Section MUST be completed by the Contractor Authorized Signatory in presence of notary.

Signatory's full legal name (print or type):

Title:

X _____

Signature as it will appear on contract or other document (Complete only in presence of notary):

AUTHENTICATED BY NOTARY OR CORPORATE CLERK (PICK ONLY ONE) AS FOLLOWS:

I, _____ (NOTARY) as a notary public certify that I witnessed
the signature of the aforementioned signatory above and I verified the individual's identity on this date:

_____, 20 ____.

My commission expires on:

AFFIX NOTARY SEAL

I, _____ (CORPORATE CLERK) certify that I witnessed the
signature of the aforementioned signatory above, that I verified the individual's identity and confirm the individual's
authority as an authorized signatory for the Contractor on this date:

_____, 20 ____.

AFFIX CORPORATE SEAL



ELSAG North America Law Enforcement Systems, LLC

412 Clocktower Commons
Brewster, NY 10509
Duns # 196140821
Phone: 1-866-9MPH900 (967-4900)
Fax: 335-379-7164

DATE

11/6/2010

QUOTATION

Delivered to:

Danvers Police Dep.
Attn: Chief Neil Ouellette
120 Ash St.
Danvers, Massachusetts 01823

Quotation valid until: January 31, 2011

Prepared by: Pat Fox

Projected Arrival Date: TBD

(Please mail your PO to the address above or FAX copies to the number above and also FAX a copy to (518) 452-7777.

Receipt of Goods

NASPO Multi-State Contract #PC62119 Award #19745
Massachusetts Contract # HSL-01

WSCA # PC 62119 Hazardous Incident Response Equipment
(Contract term: September 2, 2005 - May 31, 2015)

MASSACHUSETTS EOPSS FY2011 AUTOMATED LICENSE PLATE READER GRANT

Model #	Description	Cost	Units	Amount
MPH-900X2AD3 SPLIT TRANS	Mobile License Plate Reader - Includes two units with LPR Processors, camera (color and IR LPR); Infrared Illuminators, enclosures, junction box, cables and related software. (REQUIRES INSTALLATION BY AUTHORIZED ELSAG N.A. PERSONNEL)	\$16,350	1	\$16,350.00
MPH-900 INSTALL	IN A TRANSPORTABLE RUGGEDIZED CASE. Hediev mounts with a Clicker to be mounted on a Ford Crown Victoria.			
OPERATION CENTER LICENSE	Operations Center License	\$600	1	\$600.00
TOTAL				\$16,950.00

Service Plan for goods and services provided by the above quote

Year I	Free	
Year II	\$1,600.00 per year	Hardware and Software
Year III	\$1,600.00 per year	Hardware and Software
Year IV	\$1,600.00 per year	Hardware and Software

Service Plan Includes:

- Software Updates
- Annual Training/Service
- Parts & Labor

Approval Signature: _____



LPR BID SPECIFICATIONS



1 Technical Equipment Specs

- System shall be composed of 1-4 cameras with integrated OCR processor along with a power distribution and network communication unit, and all necessary cabling and mounting hardware for a secure, adjustable setting.
- The system will perform OCR processing on the camera, eliminating the need for special cables between the camera and processor, thus eliminating EMI interference with analog devices.
- Camera cables will be shielded to eliminate RF interference and use military specification (MIL-STD-2) connectors.
- Power specification is 12 VDC. Power consumption will not exceed 25W.
- The system shall be designed and installed to be immune from the temporary drop in power during waste starts and will not reboot or lose connectivity with the vehicle's system.
- In each nitrogen sealed enclosure, there are two different cameras: one color and one black and white.
- Cameras will be available in 740nm, 810nm, or 880 nm Infrared Illuminator. Wavelength of illumination must coincide with the camera shutter.
- LPR system should have operating temperature range of -20-65°C (-4-131°F).
- Cameras will be available in configurations that can view across one or two lanes.
- Cameras shall be externally mounted with secure magnetic base including optional tilt and pan or variable direction system. The variable direction system allows the camera to be locked into a forward or rear-facing position.
- Infrared illuminator shall be a Class 1 Illuminator, according to EN-60625-1.
- Communications between the cameras and user interface will consist of IP, TCP and UDP over 100Mbps Fast Ethernet.
- The system separately captures, interprets, processes, displays and stores images of license plates without action from the end-user.
- The system will continue to read license plates during all functions except for a diagnostic mode.
- The system shall provide a GPS device, compliant with NMEA 0183 version 2.0 or later.
- The LPR cameras should utilize Fresnel lens technology to maximize IR illumination power.

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LPR BID SPECIFICATIONS

2 User Interface Specs

- The user interface software (GUI) must be able to be loaded on existing MDT or laptop computer and not require additional interface hardware.
- The system must be installed and function on an MDT within the minimum specs for the user interface software. The minimum specs are a Pentium III 700 MHz processor, 512 MB Ram, 800x600 minimal display Resolution, 5 GB disk space available, 1 - 100Mb Fast Ethernet, and 1-USB 2.0 port.
- The system must function with full capabilities with an operating system environment of XP Professional or Windows 2000 Professional SP4.
- Each license plate read will consist of one color overlay image of the entire target vehicle, one black/white image of license plate, a time and date stamp, GPS coordinates, and any associated "hit" information.
- The system must allow storage of plate reads for at least 1 month and up to 9 months and retain those records after data transfer to a server for long term storage.
- The system shall provide the ability to store at least 4 million records in its "hotlist" database.
- Hotlists shall be merged externally then loaded to the car system.
- The system will be multi-user capable with user and password management available through the user interface.
- Hotlists must be able to be loaded via USB flash drive, wi-fi (802.11) and long range cellular network with no user intervention.
- Reads that are on the hotlist ("hits") must alert the user with both an audible and visible alarm on a certain second.
- The system will allow the end-user to query stored reads against time and date and TIV or partial plates.
- The system will allow query results to be displayed and include a time and date stamp, an infrared image of the plate, a color image and corresponding GPS coordinates of the read, placed on a map including any associated information with the hotlist database match.
- The system will allow multiple results from a query to be shown on a map.
- The system will interpret and report only one license per scanned plate. Systems that provide multiple responses for each read plate are not acceptable.
- The system shall provide multiple layers of security and configuration so that certain matches may alert only certain officers with appropriate privileges.
- The system shall be able to capture an image with a manual trigger by the end-user.
- The system will allow the ability to toggle between the black/white (IR) image and the corresponding color image on the user interface.
- The system will be configurable to choose the default image displayed after system startup is either the black/white or the color image.
- The system is able to simultaneously process images and data from multiple sets of cameras, fixed and mobile.
- The system retrieves new or updated hotlist files automatically on an agency-defined schedule via the wireless network connection, and without operator intervention.

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LPR BID SPECIFICATIONS

2 User Interface Specs (continued)

- The system will have at least 10 multiple classes of alarms to differentiate between "hit" types.
- The GUI will allow the end-user to manually insert a plate, state and additional description data. The GUI will also search through in-car stored read for inserted plates and display any and all past reads on that that plate.
- The system will provide on-board cartography.
- The system will allow the creation of a virtual barrier around sensitive or restricted areas by connecting GPS coordinates.
- The system will generate alarms on existing reads each time a new Hot List is received.
- The system will export data in HTML.

3 Server Specs

- The software will allow searches of stored reads via time and date, plates (including partials), location module and map location. Queries will be able to be defined for partial plate searches using regular expressions.
- The software will allow the display of a thumbnail of the original image with query results.
- Each query result will link to a details page that includes original color image, black/white image and map location.
- Software has built-in trouble management system to alert support personnel of potential problems.
- The software provides data mining functions including: Convoy Analysis, Unique/Duplicate plates, time frame analysis, and Nested searches.
- Communications protocols to accompany different bandwidth requirements.
- The system can generate emails on alarms to cellular devices.
- The software can manage multiple hotlists.
- The software will allow Pending alarms that are not managed in a configurable time frame to be reassigned to the server and automatically change the class to Deferred.
- The software allows for Multiple Login roles.
- The software allows for customized menu selection based on role.
- The software will provide an activity log of user functions.

4 Company Performance

- The LPR provider must have experience in large camera network systems and have at least two (2) networked camera systems installed and currently operational in North America.
- The LPR provider will manufacture and service the system in the United States of America.

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Lovell, James

From: Firlit, Deborah (EPS) [deborah.firlit@state.ma.us]
Sent: Wednesday, November 07, 2012 9:38 AM
To: Ouellette, Neil; Roberts, Walter; Lovell, James; Slavin, Sarah
Cc: Demille, Daniel (CCJ)
Subject: Danvers - Site Visit
Attachments: Monitoring Visit Introductory Form.doc

Good morning Chief Ouellette,

I'm contacting you because the Danvers Police Department has been selected by EOPSS/HSD for a monitoring site visit to review your files for federal fiscal years 2011 and 2012. This site visit will enable HSD to review your department's internal documentation for the grant programs, as well as the opportunity for open, candid conversation regarding the successes and challenges of the grant programs to date, and to ensure your compliance with the terms and conditions of the state and federal funding awards.

For your information, I've attached a document outlining the purpose and goals of the monitoring site visit, the "Monitoring Site Visit Introductory Form." We hope this document will give you a better understanding of what we plan to review and discuss with regards to all of the program areas outlined above. Please review the document and let us know if you have any questions or concerns in advance of the meeting.

We'd like to come out next week. Please let us know if you're available Wednesday, Thursday or Friday – Nov. 14-16th and if so, what times.

Thanks in advance for your cooperation and I look forward to hearing from you soon.
Deb

Deborah Firlit
Program Coordinator, Highway Safety Division
EOPSS, Office of Grants & Research
10 Park Plaza, Suite 3720 Boston, MA 02116
T:617.725.3356 F:617.725.0260





The Commonwealth of Massachusetts Executive Office of Public Safety and Security

Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116

Tel: 617-725-3301

Fax: 617-725-0260

617-725-0267

www.mass.gov/eopss

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Mary Elizabeth Heffernan
Secretary

Ellen J. Frank
Executive Director

Monitoring Site Visit Introductory Form

What is a monitoring site visit?

Monitoring of federal grant funding awards is required by the federal government and may be conducted in one or more of the following ways: by desk, phone, or a site visit. The Executive Office of Public Safety and Security's Highway Safety Division (EOPSS/HSD) receives federal funding annually, which in-turn is awarded to various state and local municipalities and not-for-profit agencies to further the mission of the Highway Safety Division. The purpose of the monitoring site visit is to ensure compliance with the terms and conditions of the federal funding and state subrecipient conditions.

Is there specific language in the Grant Program Contract that allows EOPSS/HSD to request a monitoring site visit and a review of departments' programmatic and fiscal grant files?

According to your contract agreement, during the grant period, with 48 hours notice, reviews may be conducted of department's grant records. All departments must keep on file copies of all citations and other related documents written under the EOPSS/HSD Grant Programs for three years after the grant terminates.

How does EOPSS/HSD select specific departments for monitoring site visit?

HSD Staff visit a statewide sampling of subgrantees during the year. Staff selects various departments for monitoring visits based upon a number of factors such as: the number and value of grants with HSD, community motor vehicle crash and trend data, timeliness and accuracy of submission of required forms, responsiveness to HSD time-sensitive emails and voicemails, etc.

Who will HSD Staff need to meet with during the monitoring site visit?

Staff will expect to meet with the grant program manager(s) to discuss the programmatic aspects of the grant. Staff may also request to meet with the chief and/or representatives from the department's fiscal division if those personnel assist in processing the mobilization reporting forms.

What specific items will HSD Staff be reviewing during the monitoring site visit?

Departments can expect HSD Staff to request a review of all documents relating to the chosen grant program(s) for federal fiscal years 2011 and 2012 (October 1, 2010 – present), including copies of reporting forms, copies of time cards for officers participating in grant activities, copies of citations and written warnings issued during grant-funded activities, verification of the

number of documented stops recorded during the grant period and documentation supporting In-Kind Match contributions. In addition, if the department purchased equipment with grant funding at anytime, HSD Staff will also review invoices and current inventory of purchased equipment as well as the actual items (i.e. radar units, LiDAR, traffic cones, speed trailers).

How long will the monitoring site visit take?

While each monitoring visit will vary from one department to the next, the process will generally take less than two hours.

Will there be opportunities for department personnel to ask questions during the monitoring site visit?

HSD Staff will gladly discuss any concerns your organization may have regarding the program, the anticipated outcome and the process during the visit.

Will the organization be contacted again after the monitoring site visit?

After reviewing the department's files, HSD Staff will discuss areas that may need to be addressed as a result of the visit. The Chief of Police will then receive a letter in the mail within two to three weeks after the monitoring visit outlining the successes and challenges and any required action items. A copy of this letter will also be mailed to the grant program manager(s) and placed in the grant program and fiscal files at HSD.

If you have questions or concerns regarding your upcoming monitoring site visit that are not already addressed within this document, please contact Sheila Burgess, Director of the Highway Safety Division by email at sheila.burgess@state.ma.us or by phone at 617-725-3307 or your grant contact.

Lovell, James

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]
Sent: Monday, August 01, 2011 9:17 AM
To: bokeefe@abingtonpolice.org; spillanea@barnstablepolice.com; rclifford@braintree.ma.gov; cspence@townofchelmsford.us; bgoldman@concordma.gov; Lovell, James; kandrews@fitchburgpolice.com; pmcnamara@fitchburgpolice.com; asweeney@hullpolice.org; antanavicak@leicesterpd.org; jseekell@mansfieldma.com; pvalianti@marlborough-ma.gov; chief@middletonpolice.com; Falvey, Jim; lauzon@natickpolice.com; jcarney@napd.us; jdeignan@police.watertown-ma.gov; tgrady@police.watertown-ma.gov
Subject: ALPR Meeting
Attachments: MLEC Police Agency Invitation and RSVP 2011 (2).doc; contact.xls

I just want to follow up with a few points regarding last week's ALPR meeting.

- The contact information for both grant waves is attached along with the selected unit.
- If your department intends to change your vendor, please submit a request to me in writing (email is fine).
- I'm attaching the registration form for the Massachusetts Law Enforcement Challenge taking place on 8/31.
- We are always looking to improve meetings of this type. Please let me know if there is anything you would have liked covered or any other evaluation.
- The MOU you received can be sent to
 Tim Mitchell
 CJIS Operations Manager
 200 Arlington Street, STE 2200
 Chelsea, MA 02150
 617-860-4665
- Here is some information on DDACTS and MassTRAC you may find useful.

MassTRAC

As you may know, the Highway Safety Division (HSD) has been working to develop and enhance the Massachusetts Traffic Records Analysis Center (MassTRAC), a web-based solution for crash records and citation analysis, mapping, and reporting. The software provides quick and easy user access to crash data, citation data, tabulations, maps, and counts of crashes, vehicles, drivers, passengers, and non-motorists. This tool will allow the user to more effectively identify problem locations and target their human and financial resources in the areas of greatest need. Our goal is to roll this program out to law enforcement and other traffic safety partners. For more information or if you are interested in attending a training or hosting a training at your department, please contact Barbara Rizzuti via e-mail at Barbara.Rizzuti@state.ma.us.

Data Driven Approaches to Crime and Traffic Safety (DDACTS)

Please visit <http://www.nhtsa.gov/Driving+Safety/Enforcement+%26+Justice+Services/Data-Driven+Approaches+to+Crime+and+Traffic+Safety+%28DDACTS%29> for more information about DDACTS.

NHTSA Region 1 and the Executive Office of Public Safety and Security/Highway Safety Division, are scheduling a third *DDACTS Implementation Workshop* to be held at a still to be determined location in Peabody, MA. This workshop will begin at 12:00 noon on Tuesday, September 27, 2011 and conclude at noon on Thursday, September 29, 2011. Those participating police departments will receive specific instructions and detailed information preparing them to implement DDACTS in their communities. This

workshop is an excellent opportunity to participate in stimulating presentations, share exciting visions, enjoy creative thinking and get the chance to network with a gathering of traffic safety champions. Class size is limited to approximately 10 department teams representing a commander, supervisor and an analyst, so please let us know of your interest no later than 3 p.m., Friday, July 29. If you have any questions, please contact Barbara Rizzuti via e-mail at Barbara.Rizzuti@state.ma.us.

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116
Direct Line: 617-725-3341
Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

Remember to buckle up! Every trip. every time.

Lovell, James

From: Ambrose, Patrick
Sent: Thursday, September 22, 2011 11:28 AM
To: Lovell, James
Cc: Ouellette, Neil
Subject: FW: Elsag LPR Installation Wednesday, September 28th - Danvers PD (MA)

Jamie,

Please assist with this install next Wednesday. We will be using 978. I will have the second wiring harness put in 975 when it arrives.

Pat

From: Kim Wagner-Evans [mailto:kim.wagner-evans@elsagna.com]
Sent: Thursday, September 22, 2011 9:52 AM
To: Ambrose, Patrick
Cc: Frank Scalisi; Pat Fox
Subject: Elsag LPR Installation Wednesday, September 28th - Danvers PD (MA)

Good Morning Captain Ambrose,

Per our conversation this morning, here is your installation confirmation for next week. Would you know the RAM memory on the laptop that is in the Crown Vic? Also, would you know if someone from the IT department or someone with full administrative rights will be available on the day of installation?

Date: Wednesday, September 28th
Arrival Time: 10:00-11:00 a.m.
Location: 120 Ash Street, Danvers, MA 01923
Vehicle: Crown Vic (1 complete 2 camera system)
Technician: Frank Scalisi – 336-209-8452
DPD Contact: Captain Patrick Ambrose – 978-774-1212

Please feel free to contact us if you have any questions.

Thank you again for your help.

Best Regards,

Lovell, James

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]
Sent: Tuesday, October 04, 2011 11:46 AM
To: bokeefe@abingtonpolice.org; spillanea@barnstablepolice.com; bcohoon@braintree.ma.gov; cspence@townofchelmsford.us; bgoldman@concordma.gov; Lovell, James; kandrews@fitchburgpolice.com; pmcnamara@fitchburgpolice.com; asweeney@hullpolice.org; antanavicak@leicesterpd.org; jseekell@mansfieldma.com; pvalianti@marlborough-ma.gov; chief@middletownpolice.com; Falvey, Jim; lauzon@natickpolice.com; jcarney@napd.us; jdeignan@police.watertown-ma.gov; o'connorr@amherstma.gov; lingg@amherstma.gov; wsoda@bpd.org; rfurtado@frpd.org; mgrace@foxboroughpolice.com; tlynch@franklinpolice.com; jfitzgerald@gloucester-ma.gov; rpistone@haverhillpolice.com; jonesd@hingham-ma.com; jstankiewicz@longmeadow.org; jball@lowellma.gov; mmageary@lynnpolice.org; mgatcomb@maldenpd.com; Walsh, Stephen (POL); hminiz@newtonma.gov; vpatermo@peabodypolice.org; jcoco@pittsfield.net; fortini@townhall.plymouth.ma.us; churton@quincyma.gov; safety@randolphmapolice.com; jmartel@ci.reading.ma.us; kcallahan@reverepolice.org; kanderson@pd.ci.shrewsbury.ma.us; belliot@springfieldpolice.net; kmedas@tauntonpd.com; Small, Matthew; walshtp@worcesterma.gov
Subject: ALPR Final Report
Importance: High

Hello-

This is a reminder (if you received funding in the second round) to submit your September Automated License Plate Reader Grant report to me by **October 15, 2011**. If you had no activity/purchases, an email saying that is required. **If you would like to be reimbursed**, it is imperative that all reports for September be submitted on time due to the closing of the federal fiscal year.

Additionally, under the terms of your contract, each department is required to submit a final report. Please see below for the bulleted list of items. Submitting in email form is acceptable. The due date for this report is **October 26, 2011**.

- Program success and noteworthy achievements
- Program challenges
- What you would do differently
- Grant-related photos
- Grant-related news articles
- Any data you have collected thus far through use of the unit such as traffic stops, arrests, etc.

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 Daniel.DeMille@state.ma.us
 www.mass.gov/highwaysafety

Cops are getting even more serious about drunk driving. Drive Sober or Get Pulled Over.

10/4/2011

Lovell, James

From: Kim Wagner-Evans [kim.wagner-evans@elsagna.com]
Sent: Tuesday, September 27, 2011 11:07 AM
To: Lovell, James; Frank Scalisi
Cc: Pat Fox
Subject: RE: Elsag LPR Installation Thursday, September 29th - Danvers PD (MA)

Hi Sgt. Lovell,

Per our conversation, this is to confirm that Frank will be there this Thursday afternoon around 2:00.

Frank, please call Captain Ambrose on his cell #978-360-3322 when you have a better idea of when you will get there.

Thank you for your flexibility Sgt. Lovell and have a great day!!!

Kim A. Wagner-Evans
336-379-7135

From: Kim Wagner-Evans
Sent: Thursday, September 22, 2011 9:52 AM
To: 'pambrose@mail.danvers-ma.org'
Cc: Frank Scalisi; Pat Fox
Subject: Elsag LPR Installation Wednesday, September 28th - Danvers PD (MA)

Good Morning Captain Ambrose,

Per our conversation this morning, here is your installation confirmation for next week. Would you know the RAM memory on the laptop that is in the Crown Vic? Also, would you know if someone from the IT department or someone with full administrative rights will be available on the day of installation?

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Arrival Time:	10:00-11:00 a.m.
Location:	120 Ash Street, Danvers, MA 01923
Vehicle:	Crown Vic (1 complete 2 camera system)
Technician:	Frank Scalisi - 336-209-8452
DPD Contact:	Captain Patrick Ambrose - 978-774-1212

Please feel free to contact us if you have any questions.

Thank you again for your help.

Best Regards,



ELSAGNorthAmerica

A Finmeccanica Company

Kim A. Wagner-Evans
Client Relations Specialist

Office 336.479.7131 Fax 336.379.7164

Customer Service 800.951P4900

205 H. C. Creek Ridge Rd.

Greensboro, NC 27406

www.elsagnorthamerica.com

YOUR MISSION...IS OUR MISSION.

Lovell, James

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]
Sent: Monday, September 17, 2012 3:02 PM
To: o'connorr@amherstma.gov; tingg@amherstma.gov; magic@abingtonpolice.org; spillanea@barnstablepolice.com; rjenkins@braintree.ma.gov; wsoda@bpd.org; cspence@townofchelmsford.us; bgoldman@concordma.gov; Lovell, James: rfurtado@frpd.org; kandrews@fitchburgpolice.com; pmcnamara@fitchburgpolice.com; mgrace@foxboroughpolice.com; tlynch@franklinpolice.com; jfitzgerald@gloucester-ma.gov; rpistone@haverhillpolice.com; jonesd@hingham-ma.com; rsawtelle@hullpolice.org; antanavicak@leicesterpd.org; jstankiewicz@longmeadow.org; MBallotta@lowellma.gov; ecarter@lowellma.gov; mmageary@lynnpolice.org; mgatcomb@maidenpd.com; jseekell@mansfieldma.com; pvalianti@marlborough-ma.gov; Griffin, Daniel (POL); Nims, David (POL); chief@middletonpolice.com; jfalvey@milfordpolice.org; Lauzon, Brian; hmintz@newtonma.gov; jcarney@napd.us; rmahoney@peabodypolice.org; jcoco@pittsfield.net; fortini@townhall.plymouth.ma.us; bruce.mcnamee@leo.gov; churton@quincyma.gov; christinemorse@randolphmapolice.com; melissamccormick@randolphmapolice.com; safety@randolphmapolice.com; mlee@ci.reading.ma.us; kcallahan@reverepolice.org; kanderson@pd.ci.shrewsbury.ma.us; belliot@springfieldpolice.net; kmedas@tauntonpd.com; Small, Matthew; dsampson@police.watertown-ma.gov; walshtp@worcesterma.gov

Subject: ALPR Reports

Attachments: long term reporting form.xls

Hello-

I am again collecting information regarding your use of the ALPR unit you purchased with funds from our office last year. Please fill out the attached form for June, July and August and return it to me by October 5th. If you are having any difficulties or items of note (positive or negative) with the unit, please let me know at this time as well.

Dan DeMille, Program Coordinator
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 Fax: 617-725-0260
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www.mass.gov/highwaysafety

Click it or Ticket. Every trip, every time.

Lovell, James

From: Lovell, James
Sent: Thursday, September 27, 2012 1:30 PM
To: Slavin, Sarah
Subject: FW: ALPR Reports
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This Again ☹

From: Demille, Daniel (CCJ) [mailto:daniel.demille@state.ma.us]
Sent: Monday, September 17, 2012 3:02 PM
To: o'connorr@amherstma.gov; tingg@amherstma.gov; magic@abingtonpolice.org; spillanea@barnstablepolice.com; rjenkins@braintree.ma.gov; wsoda@bpd.org; cspence@townofchelmsford.us; bgoldman@concordma.gov; Lovell, James; rfurtado@frpd.org; kandrews@fitchburgpolice.com; pmcnamara@fitchburgpolice.com; mgrace@foxboroughpolice.com; tlynch@franklinpolice.com; jfitzgerald@gloucester-ma.gov; rpistone@haverhillpolice.com; jonesd@hingham-ma.com; rsawtelle@hullpolice.org; antanavicak@leicesterpd.org; jstankiewicz@longmeadow.org; MBallotta@lowellma.gov; ecarter@lowellma.gov; mimageary@lynnpolice.org; mgatcomb@maldenpd.com; jseekell@mansfieldma.com; pvalianti@marlborough-ma.gov; Griffin, Daniel (POL); Nims, David (POL); chief@middletownpolice.com; jfalvey@milfordpolice.org; Lauzon, Brian; hmintz@newtonma.gov; jcarney@napd.us; rmahoney@peabodypolice.org; jcoco@pittsfield.net; fortini@townhall.plymouth.ma.us; bruce.mcnamee@leo.gov; churton@quincyma.gov; christinemorse@randolphmapolice.com; melissamccormick@randolphmapolice.com; safety@randolphmapolice.com; mlee@ci.reading.ma.us; kcallahan@reverepolice.org; kanderson@pd.ci.shrewsbury.ma.us; bellott@springfieldpolice.net; kmedas@tauntonpd.com; Small, Matthew; dsampson@police.watertown-ma.gov; walshp@worcesterma.gov
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www.mass.gov/highwaysafety

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Loveil, James

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]
Sent: Friday, October 26, 2012 11:05 AM
To: Lovell, James
Cc: Ouellette, Neil
Subject: FW: ALPR Reports
Attachments: long term reporting form.xls

Sergeant-

I have not heard back from you regarding the two emails below. Please let me know when I can expect the report.

Dan DeMille, Program Coordinator
 Highway Safety Division
 Office of Grants and Research
 Executive Office of Public Safety and Security
 10 Park Plaza, Suite 3720
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 Direct Line: 617-725-3341
 Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

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From: Demille, Daniel (OGR)
Sent: Thursday, October 11, 2012 9:53 AM
To: 'wsoda@bpd.org'; 'lovellj@mail.danvers-ma.org'; 'tlynch@franklinpolice.com'; 'jfitzgerald@gloucester-ma.gov'; 'rsawtelle@hullpolice.org'; 'jstankiewicz@longmeadow.org'; 'mgatcomb@maldenpd.com'; 'pvalianti@marlborough-ma.gov'; Lauzon, Brian; 'hmintz@newtonma.gov'; 'rmahoney@peabodypolice.org'; 'jcoco@pittsfieldpd.org'; 'christinemorse@randolphmapolice.com'; 'melissamccormick@randolphmapolice.com'; 'safety@randolphmapolice.com'; 'mlee@ci.reading.ma.us'; 'kcallahan@reverepolice.org'; 'kanderson@pd.ci.shrewsbury.ma.us'; 'belliott@springfieldpolice.net'; 'kmedas@tauntonpd.com'
Subject: FW: ALPR Reports

Hello-

If you are receiving this email it is because I did not receive your ALPR report that was due on October 5th. Please send it as soon as possible or let me know when I can expect to receive it. Let me know if you have any questions.

Dan DeMille, Program Coordinator
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From: Demille, Daniel (OGR)
Sent: Monday, September 17, 2012 3:02 PM

11/7/2012

To: 'o'connorr@amherstma.gov'; 'tingg@amherstma.gov'; 'magic@abingtonpolice.org';
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 'david.nims@pol.state.ma.us'; 'chief@middletonpolice.com'; 'jfalvey@milfordpolice.org'; Lauzon, Brian;
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 'dsampson@police.watertown-ma.gov'; 'waishtp@worcestermma.gov'

Subject: ALPR Reports

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LONG-TERM ACTIVITY REPORT- Automated License Pla

MAIL TO: Dan DeMille
Highway Safety Division, EOPSS
10 Park Plaza - Suite 3720
Boston, MA 02116
617-725-3341

Reporting Period: 5/1-9/30
Department: Danvers PD

ALPR Vehicle:

	Month	Month	Month	Month	Month	REPORT
	May	June	July	Aug	Sep	GRAND
TOTAL # OF:						TOTAL
Traffic Stops	164	131	133	172	157	757
OUI Arrests	1	3	4	4	2	14
OUI Drug Arrests	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Speeding Citations	84	53	64	61	75	337
Seatbelt Citations	26	21	19	20	54	140
Reckless Driving	0	0	0	0	0	0
Suspended Licenses	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Recovered Stolen Vehicles	0	0	0	0	0	0
Uninsured Motorists	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Fugitives Apprehended	4	2	2	4	7	19
Felony Arrests	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Criminal Summons	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Criminal Motor Vehicle Offenses	13	17	13	14	18	75
Other Arrests	36	29	32	32	39	168
Other Citations	146	151	140	182	265	884

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" category reflect.

Average for non-ALPR Vehicle

	Month	Month	Month	Month	Month	REPORT
	May	June	July	Aug	Sep	GRAND
TOTAL # OF:						TOTAL
Traffic Stops	111	108	91	75	85	470
OUI Arrests	1	2	3	2	1	9
OUI Drug Arrests	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Speeding Citations	80	50	52	20	36	238
Seatbelt Citations	33	11	3	3	6	56
Reckless Driving	0	1	0	0	0	1
Suspended Licenses	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Recovered Stolen Vehicles	1	0	0	1	1	3
Uninsured Motorists	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Fugitives Apprehended	7	10	10	6	6	39
Felony Arrests	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Criminal Summons	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Criminal Motor Vehicle Offenses	16	13	9	13	13	64
Other Arrests	33	51	66	33	59	150
Other Citations	33	11	3	3	6	56

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" category reflect.

To come up with the average for Non-ALPR vehicles, the frequency for each category was divided by the average number of 3 to represent one cruiser on all 3 shifts.

er
hicles per shift, to represent one cruiser on one shift, and then multiplied by

Lovell, James

From: Slavin, Sarah
Sent: Friday, October 26, 2012 12:32 PM
To: Lovell, James; Daniel.DeMille@state.ma.us
Subject: RE: ALPR Reports
Attachments: Copy of long-term report2.xls

Hi Dan,

I compiled the data the same way I previously did. Here are the limitations of the data as I have outlined before:

- First, QED (our records management system) could not provide a historical list of which officers were assigned to which cruiser at which times (I have been going back and forth with them since you first emailed the report out). They only keep this data in a temporary file that is changed/deleted with each shift. This obviously made it quite difficult to determine the ALPR vehicle stats. I was able to query the officers that primarily utilize the vehicle, and base the figures off of the assumption that if they were working, they were driving the ALPR. The ALPR figures represent the totals of the four officers who drive the vehicle.
- Second, to come up with an average of another cruiser's activity (again because I could not base anything on cruiser number), I took the totals of all of the other officers' activity and divided by 4.33 (average number of vehicles per shift) then I multiplied that figure by 3 to account for the fact that the ALPR is driven on all 3 shifts.
- Third, our RMS system categorizes all criminal motor vehicle offenses together and we did not have data readily accessible for the categories Uninsured Motorist or Suspended Licenses. I provided the All Criminal Motor Vehicle Offenses figures at the bottom of each table.
- For the "All other citations" section: I had to query all citations. The totals per officer were based on the Citation Number of each citations. I then subtracted the figures for speeding and seatbelt violations. Because these charges are not mutually exclusive, the totals may be slightly lower than they should be.

Are you going to be providing a schedule of when these reports are due (i.e. quarterly) moving forward?

Sarah Slavin
 Crime Analyst
 Duxbury Police Department
 120 Ash Street
 Duxbury, MA 01927
 Phone 978.774.1000 ext 100
 Fax 978.762.0250

From: Lovell, James
Sent: Friday, October 26, 2012 11:07 AM
To: Slavin, Sarah
Subject: FW: ALPR Reports

From: Demille, Daniel (CCJ) [<mailto:daniel.demille@state.ma.us>]
Sent: Friday, October 26, 2012 11:05 AM
To: Lovell, James
Cc: Ouellette, Neil
Subject: FW: ALPR Reports

Sergeant-

I have not heard back from you regarding the two emails below. Please let me know when I can expect

11/7/2012

the report.

Dan DeMille, Program Coordinator
 Highway Safety Division
 Office of Grants and Research
 Executive Office of Public Safety and Security
 10 Park Plaza, Suite 3720
 Boston, MA 02116
 Direct Line: 617-725-3341
 Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

Click it or Ticket. Every trip, every time.

From: Demille, Daniel (OGR)

Sent: Thursday, October 11, 2012 9:53 AM

To: 'wsoda@bpd.org'; 'lovelly@mail.danvers-ma.org'; 'tlynch@franklinpolice.com'; 'jfitzgerald@gloucester-ma.gov'; 'rsawtelle@hullpolice.org'; 'jstankiewicz@longmeadow.org'; 'mgatcomb@malDENpd.com'; 'pvalianti@marlborough-ma.gov'; Lauzon, Brian; 'hmintz@newtonma.gov'; 'rmahoney@peabodypolice.org'; 'jcoco@pittsfieldpd.org'; 'christinemorse@randolphmapolice.com'; 'melissamccormick@randolphmapolice.com'; 'safety@randolphmapolice.com'; 'mlee@ci.reading.ma.us'; 'kcallahan@reverepolice.org'; 'kanderson@pd.ci.shrewsbury.ma.us'; 'belliott@springfieldpolice.net'; 'kmedas@tauntonpd.com'

Subject: FW: ALPR Reports

Hello-

If you are receiving this email it is because I did not receive your ALPR report that was due on October 5th. Please send it as soon as possible or let me know when I can expect to receive it. Let me know if you have any questions.

Dan DeMille, Program Coordinator
 Highway Safety Division
 Office of Grants and Research
 Executive Office of Public Safety and Security
 10 Park Plaza, Suite 3720
 Boston, MA 02116
 Direct Line: 617-725-3341
 Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

Click it or Ticket. Every trip, every time.

From: Demille, Daniel (OGR)

Sent: Monday, September 17, 2012 3:02 PM

To: 'o'connorr@amherstma.gov'; 'tingg@amherstma.gov'; 'magic@abingtonpolice.org'; 'spillanea@barnstablepolice.com'; 'rjenkins@braintree.ma.gov'; 'wsoda@bpd.org'; 'cspence@townofchelmsford.us'; 'bgoldman@concordma.gov'; 'lovelly@mail.danvers-ma.org'; 'rfurtado@frpd.org'; 'kandrews@fitchburgpolice.com'; 'pmcnamara@fitchburgpolice.com'; 'mgrace@foxboroughpolice.com'; 'tlynch@franklinpolice.com'; 'jfitzgerald@gloucester-ma.gov'; 'rpistone@haverhillpolice.com'; 'jonesd@hingham-ma.com'; 'rsawtelle@hullpolice.org'; 'antanavick@leicesterpd.org'; 'jstankiewicz@longmeadow.org'; 'MBallotta@lowellma.gov'; 'ecarter@lowellma.gov'; 'mmageary@lynnpolice.org'; 'mgatcomb@malDENpd.com'; 'jseekell@mansfieldma.com'; 'pvalianti@marlborough-ma.gov'; 'daniel.griffin@pol.state.ma.us'; 'david.nims@pol.state.ma.us'; 'chief@middletonpolice.com'; 'jfalvey@milfordpolice.org'; Lauzon, Brian; 'hmintz@newtonma.gov'; 'jcarney@napd.us'; 'rmahoney@peabodypolice.org'; 'jcoco@pittsfield.net'; 'fortini@townhall.plymouth.ma.us'; 'bruce.mcnamee@leo.gov'; 'churton@quincyma.gov'; 'christinemorse@randolphmapolice.com'; 'melissamccormick@randolphmapolice.com'; 'safety@randolphmapolice.com'; 'mlee@ci.reading.ma.us'; 'kcallahan@reverepolice.org';

'kanderson@pd.ci.shrewsbury.ma.us'; 'belliott@springfieldpolice.net'; 'kmedas@tauntonpd.com'; Small, Matthew;
'dsampson@police.watertown-ma.gov'; 'walshtp@worcesterma.gov'

Subject: ALPR Reports

Hello-

I am again collecting information regarding your use of the ALPR unit you purchased with funds from our office last year. Please fill out the attached form for June, July and August and return it to me by October 5th. If you are having any difficulties or items of note (positive or negative) with the unit, please let me know at this time as well.

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116
Direct Line: 617-725-3341
Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

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Lovell, James

From: Pat Fox [pat.fox@elsagna.com]
Sent: Saturday, August 06, 2011 9:04 AM
To: Lovell, James
Subject: RE: ALPR

That is fine. It will take about 4 weeks. We can always adjust the installation date. What you need to do now is to order the LPR unit. Please sign the quotes and either e-mail them back to me or Fax them to me at (518) 452-7777.

Thanks

Pat

Patrick O. Fox
ELSAG North America
Cell 518.470.0285
www.elsag.com

From: Lovell, James [mailto:lovellj@mail.danvers-ma.org]
Sent: Saturday, August 06, 2011 4:36 AM
To: Pat Fox
Subject: ALPR

Good Morning Pat,

What is the average delivery time for the MPH-900 once it has been ordered? As you know we must accept delivery by the end of September and I don't want to wait to the last minute. My goal is to have the Department order a new cruiser and have it available for the ALPR installation at the end of September or beginning of October.

Jamie

Respectfully Submitted

Sergeant Jamie Lovell
Danvers Police Department
120 Ash Street, Danvers MA 01923
978-774-1212 (Voice Mail ext 147)
lovellj@mail.danvers-ma.org

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Lovell, James

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]

Sent: Tuesday, June 26, 2012 2:55 PM

To: spillanea@barnstablepolice.com; rjenkins@braintree.ma.gov; wsoda@bpd.org; cspence@townofchelmsford.us; bgoldman@concordma.gov; Lovell, James; pmcnamara@fitchburgpolice.com; jfitzgerald@gloucester-ma.gov; rpistone@haverhillpolice.com; mgatcomb@maldenpd.com; jseekell@mansfieldma.com; jfalvey@milfordpolice.org; rmahoney@peabodypolice.org; jmartel@ci.reading.ma.us; belliot@springfieldpolice.net; dsampson@police.watertown-ma.gov; churton@quincyma.gov; christinemorse@randolphmapolice.com; melissamccormick@randolphmapolice.com

Subject: ALPR

Hello-

Some of you with the ELSAG unit had mentioned difficulty in separating data from the ALPR unit from the rest of your collected data. The rep from ELSAG gave me the following information for you to do so. We will be collecting this information on a semi-regular basis, so I would appreciate it if you could let me know if this works.

All you have to do is open the car system. You will see a wrench icon. Select it and the pass code should be 1234. Change car the name in the second box. Note the ID, then select set, and then save and that will force a reboot and it is done.

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116
Direct Line: 617-725-3341
Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

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Lovell, James

From: Slavin, Sarah
Sent: Wednesday, June 27, 2012 10:02 AM
To: Lovell, James
Subject: RE: ALPR

I literally have no idea what any of that means!!! HAH

Sarah Slavin
 Crime Analyst
 Department of Transportation
 Commonwealth of Massachusetts
 Phone: 617-725-3341
 Email: slavin@state.ma.us

From: Lovell, James
Sent: Tuesday, June 26, 2012 11:26 PM
To: Slavin, Sarah
Subject: FW: ALPR

Hey Sarah,

Didn't know if you got this. I don't think it makes much difference to us.

Jamie

From: Demille, Daniel (CCJ) [<mailto:daniel.demille@state.ma.us>]
Sent: Tuesday, June 26, 2012 2:55 PM
To: spillanea@barnstablepolice.com; rjenkins@braintree.ma.gov; wsoda@bpd.org; cspence@townofchelmsford.us; bgoldman@concordma.gov; Lovell, James; pnmcamara@fitchburgpolice.com; jfitzgerald@gloucester-ma.gov; cpistone@haverhillpolice.com; mogatcomb@maldenpd.com; jseekell@mansfieldma.com; jfalvey@milfordpolice.org; rmahoney@peabodypolice.org; jmartel@ci.reading.ma.us; belliot@springfieldpolice.net; dsampson@police.watertown-ma.gov; churton@quincyma.gov; christinemorse@randolphmapolice.com; melissamccormick@randolphmapolice.com
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11/7/2012

Lovell, James

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]
Sent: Friday, September 28, 2012 9:03 AM
To: William Soda; o'connorr@amherstma.gov; tigg@amherstma.gov; magic@abingtonpolice.org; rjenkins@braintree.ma.gov; cspence@townofchelmsford.us; bgoldman@concordma.gov; Lovell, James; rfurtado@frpd.org; kandreus@fitchburgpolice.com; pmcnamara@fitchburgpolice.com; mgrace@foxboroughpolice.com; tlynch@franklinpolice.com; jfitzgerald@gloucester-ma.gov; rpistone@haverhillpolice.com; jonesd@hingham-ma.com; rsawtelle@hullpolice.org; antanavicak@leicesterpd.org; jstankiewicz@longmeadow.org; MBallotta@lowellma.gov; ecarter@lowellma.gov; mmageary@lynnpolice.org; b46; jseekell@mansfieldma.com; pvalianti@marlborough-ma.gov; Griffin, Daniel (POL); Nims, David (POL); a117; jfalvey@milfordpolice.org; Lauzon, Brian; hmintz@newtonma.gov; jcarney@napd.us; rmahoney@peabodypolice.org; jcoco@pittsfield.net; fortini@townhall.plymouth.ma.us; bruce.mcnamee@leo.gov; churton@quincyma.gov; christinemorse@randolphmapolice.com; melissamccormick@randolphmapolice.com; safety@randolphmapolice.com; mlee@ci.reading.ma.us; kcallahan@reverepolice.org; kanderson@pd.ci.shrewsbury.ma.us; belliot@springfieldpolice.net; kmedas@tauntonpd.com; Small, Matthew; dsampson@police.watertown-ma.gov; walshtp@worcestermma.gov
Subject: RE: ALPR Reports
Attachments: BOSS-Reports Screen Shot.docx; BOSS 3 0 5 Software Users Manual04Apr11.pdf

Here is what I was given by each vendor on how to set up data filtration.

ELSAG:

All you have to do is open the car system. You will see a wrench icon. Select it the pass code should be 1234 change car the name in the second box. Not the id then select set and then save that will force a reboot and it s done.

If this information is insufficient, I suggest contacting nate.maloney@elsag.com.

PIPS/Federal Signal

The ALPR software can only report on data that has been generated by the ALPR system. Below (I also included it as an attachment) are the available reports that a user can generate when logged into the BOSS application. The highlighted report will list the dispositions of all alert data. Dispositions are pre-defined classifications that can be assigned to alerts to specify the action taken by the officer or status of an alert that was generated by the mobile ALPR system. Example of dispositions might include Arrest Made, Vehicle Recovered, Towed, etc.

The BOSS user manual is available on-line in the BOSS applications by clicking on Help on the top left of the screen as listed below. I have also attached a PDF version for your reference.

Please have any department that is having an issue with this or in need of additional information contact me directly at 201-841-6237 or via email.

Dan DeMille, Program Coordinator
 Highway Safety Division
 Office of Grants and Research
 Executive Office of Public Safety and Security
 10 Park Plaza, Suite 3720
 Boston, MA 02116
 Direct Line: 617-725-3341
 Fax: 617-725-0260
Daniel.DeMille@state.ma.us

www.mass.gov/highwaysafety

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From: William Soda [mailto:wsoda@bpd.org]

Sent: Friday, September 21, 2012 6:49 AM

To: Demille, Daniel (OGR); o'connorr@amherstma.gov; tigg@amherstma.gov; magic@abingtonpolice.org; rjenkins@braintree.ma.gov; cspence@townofchelmsford.us; bgoldman@concordma.gov; b4; rfurtado@frpd.org; kandrews@fitchburgpolice.com; pmcnamara@fitchburgpolice.com; mgrace@foxboroughpolice.com; tlynch@franklinpolice.com; jfitzgerald@gloucester-ma.gov; rpistone@haverhillpolice.com; jonesd@hingham-ma.com; rsawtelle@hullpolice.org; antanavicak@leicesterpd.org; jstankiewicz@longmeadow.org; MBallotta@lowellma.gov; ecarter@lowellma.gov; mmageary@lynnpolice.org; b46; jseekell@mansfieldma.com; pvalianti@marlborough-ma.gov; Griffin, Daniel (POL); Nims, David (POL); a117; jfalvey@milfordpolice.org; Lauzon, Brian; hmintz@newtonma.gov; jcarney@napd.us; rmahoney@peabodypolice.org; jcoco@pittsfield.net; fortini@townhall.plymouth.ma.us; bruce.mcnamee@leo.gov; churton@quincyma.gov; christinemorse@randolphmapolice.com; melissamccormick@randolphmapolice.com; safety@randolphmapolice.com; mlee@ci.reading.ma.us; kcallahan@reverepolice.org; kanderson@pd.ci.shrewsbury.ma.us; bellott@springfieldpolice.net; kmedas@tauntonpd.com; Small, Matthew; dsampson@police.watertown-ma.gov; walshtp@worcesterma.gov

Subject: RE: ALPR Reports

Does anyone else who uses IMC have a way to pull this data? I cannot find a way to pull the data based on Unit.

Thanks,

Bill Soda



William A. Soda
Burlington Police Department
Technology Officer
45 Center St
Burlington MA, 01803

781.585.4903
wsoda@bpd.org

From: Demille, Daniel (CCJ) [mailto:daniel.demille@state.ma.us]

Sent: Monday, September 17, 2012 3:02 PM

To: o'connorr@amherstma.gov; tigg@amherstma.gov; magic@abingtonpolice.org; spillanea@barnstablepolice.com; rjenkins@braintree.ma.gov; William Soda; cspence@townofchelmsford.us; bgoldman@concordma.gov; b4; rfurtado@frpd.org; kandrews@fitchburgpolice.com; pmcnamara@fitchburgpolice.com; mgrace@foxboroughpolice.com; tlynch@franklinpolice.com; jfitzgerald@gloucester-ma.gov; rpistone@haverhillpolice.com; jonesd@hingham-ma.com; rsawtelle@hullpolice.org; antanavicak@leicesterpd.org; jstankiewicz@longmeadow.org; MBallotta@lowellma.gov; ecarter@lowellma.gov; mmageary@lynnpolice.org; b46; jseekell@mansfieldma.com; pvalianti@marlborough-ma.gov; Griffin, Daniel (POL); Nims, David (POL); a117; jfalvey@milfordpolice.org; Lauzon, Brian; hmintz@newtonma.gov; jcarney@napd.us; rmahoney@peabodypolice.org; jcoco@pittsfield.net; fortini@townhall.plymouth.ma.us; bruce.mcnamee@leo.gov; churton@quincyma.gov; christinemorse@randolphmapolice.com; melissamccormick@randolphmapolice.com; safety@randolphmapolice.com; mlee@ci.reading.ma.us; kcallahan@reverepolice.org; kanderson@pd.ci.shrewsbury.ma.us; bellott@springfieldpolice.net; kmedas@tauntonpd.com; Small, Matthew; dsampson@police.watertown-ma.gov; walshtp@worcesterma.gov

11/7/2012

Subject: ALPR Reports

Hello-

I am again collecting information regarding your use of the ALPR unit you purchased with funds from our office last year. Please fill out the attached form for June, July and August and return it to me by October 5th. If you are having any difficulties or items of note (positive or negative) with the unit, please let me know at this time as well.

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116
Direct Line: 617-725-3341
Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

Click it or Ticket. Every trip, every time.



DETECTIVES

Danvers Police Department
Criminal Investigations Division
120 Ash Street
Danvers, MA 01923

Phone: 978-774-1388
Fax: 978-777-0268

FAX MESSAGE

To: Pat Fox	From: Sgt Jamie Lovell
Attn:	Date: 8/23/11
Fax Number: 1-336-379-7164	Total pages including cover: 2
Re: LPR Order	

Lovell, James

From: Pat Fox [pat.fox@elsagna.com]
Sent: Tuesday, August 23, 2011 2:32 PM
To: Lovell, James
Subject: Re: FAX

Can you also fax a copy to me at 518 452 7777.

Thanks

Pat

From: Lovell, James <lovellj@mail.danvers-ma.org>
To: Pat Fox
Sent: Tue Aug 23 13:31:03 2011
Subject: FAX

Good Afternoon Pat,

I had the Chief sign the quote and faxed it to your office, could you please confirm that you received the fax.

Thanks,

Jamie

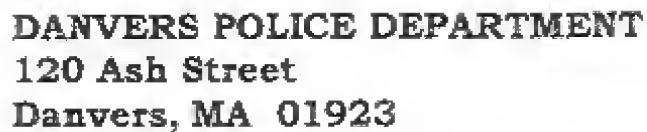
Respectfully Submitted

Sergeant Jamie Lovell
Danvers Police Department
120 Ash Street, Danvers MA 01923
978-774-1212 (Voice Mail ext 147)
lovellj@mail.danvers-ma.org

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8/24/2011



Fax: (978) 777-0268

www.danverspolice.com

Neil F. Ouellette, Chief of Police

Pages: 2

DATE: 8/24/11

MESSAGE: Please see Attachment.

ELSAG North America Law Enforcement Systems, LLC

412 Clocktower Commons
Brewster, NY 10509
Duns # 196140821
Phone: 1-866-9MPH900 (967-4900)
Fax: 336-379-7164

DATE

11/6/2010
QUOTATION
REVISED

Delivered to:

Danvers Police Dept.
Att: Chief Neil Ouellette
120 Ash St.
Danvers, Massachusetts 01923

Quotation valid until: August 31, 2011
Prepared by: Pat Fox

Projected Arrival Date: IBQ

(Please mail your PO to the address above or FAX copies to the number above and also FAX a copy to (518) 452-7777.

Receipt of Goods

NASPO Multi-State Contract #PC62119 Award #19745
Massachusetts Contract # HSL-01
WSCA # PC 62119 Hazardous Incident Response Equipment
(Contract term: September 2, 2005 - May 31, 2015)

MASSACHUSETTS EOPSS FY2011 AUTOMATED LICENSE PLATE READER GRANT

Model #	Description	Cost	Units	Amount
MPH-900X2AD3 SPLIT TRANS	Mobile License Plate Reader - Includes two units with LPR Processors, camera (color and IR LPR); Infrared illuminators, enclosures, junction box, cables and related software. (REQUIRES INSTALLATION BY AUTHORIZED ELSAG N.A. PERSONNEL)	\$16,350	1	\$16,350.00
MPH-900 INSTALL	IN A TRANSPORTABLE RUGGEDIZED CASE. Hedley mounts with a Clicker to be mounted on a Ford Crown Victoria.			
OPERATION CENTER LICENSE	Operations Center License	\$600	1	\$600.00
NOTE:	This is from the Massachusetts EQPPS grant and the expiration date of this quote has been extended per Pete Kontos.			
			TOTAL	\$16,950.00

Service Plan for goods and services provided by the above quote

Year I	Free	
Year II	\$1,600.00 per year	Hardware and Software
Year III	\$1,600.00 per year	Hardware and Software
Year IV	\$1,600.00 per year	Hardware and Software

Service Plan Includes:

- Software Updates
- Annual Training/Service
- Parts & Labor

Approval Signature: 





**The Commonwealth of Massachusetts
Executive Office of Public Safety
and Security**

Deval L. Patrick
Governor

Timothy P. Murray
Lieutenant Governor

Office of Grants & Research
Ten Park Plaza, Suite 3720
Boston, Massachusetts 02116

Tel: 617-725-3301

Fax: 617-725-0260

617-725-0267

www.mass.gov/eops

**Mary Elizabeth
Heffernan**
Secretary

Ellen J. Frank
Executive Director

July 25, 2011

Chief Neil Ouellette
Danvers Police Department
120 Ash Street
Danvers, MA 01923

Dear Chief Ouellette:

I am pleased to enclose a copy of your executed contract for the FFY 2011 Automated License Plate Reader Grant Program. Also enclosed are the scope of services and budget agreement. **Please be sure to review all of these materials as they contain important grant-related information.** This contract runs through September 30, 2011.

The Executive Office of Public Safety and Security, Highway Safety Division will inform you about an upcoming meeting to review programming and reporting requirements.

If you have any questions, please contact me at 617-725-3307 or Dan DeMille at 617-725-3341 or Daniel.DeMille@state.ma.us. Congratulations on your award.

Sincerely,

Sheila Burgess
Director, Highway Safety Division

Enclosures

COMMONWEALTH OF MASSACHUSETTS - STANDARD CONTRACT FORM



This form is to be used for New Contracts and Contract Amendments/Renewals, is jointly issued and published by the Executive Office for Administration and Finance (ANF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) for use by all Commonwealth Departments. Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors should only complete sections marked with a "→", for instructions and hyperlinks (italics), please view this form at: www.mass.gov/proc under Guidance For Vendors - Forms or at www.mass.gov/proc under OSD Forms.

<p>→ <u>Contractor Legal Name</u> (and d/b/a): <u>Danvers Police Department</u></p> <p>→ <u>Legal Address</u> (from W-9): <u>20 Ash Street, Danvers, MA, 01923</u></p> <p>→ <u>Payment Return Address</u> (from W-9):</p> <p>→ <u>Contract Manager</u>: <u>Ned Cuellette</u></p> <p>→ <u>E-Mail Address</u>: <u>cuellette@danvers-ma.org</u> → <u>Phone</u>: <u>978 774 1212 x135</u></p> <p>→ <u>Fax</u>: <u>978 777 8857</u> → <u>TTY</u>:</p> <p>→ <u>State of Incorporation</u> (if a corporation) or "N/A":</p> <p>→ <u>Vendor Code</u>:</p> <p><u>MMARS Object Code</u>:</p>	<p><u>Department/MMARS Agency Code and Name</u>: <u>Executive Office of Public Safety and Security</u></p> <p><u>Business Mailing Address</u>: <u>70 Park Plaza, Suite 1720 Boston, MA 02116</u></p> <p><u>Filing Address</u> (if different):</p> <p><u>Contract Manager</u>: <u>Paul Gerny</u></p> <p><u>E-Mail Address</u>: <u>paul.gerny@state.ma.us</u> → <u>Phone</u>: <u>617-725-3273</u></p> <p><u>Fax</u>: <u>617-725-0260</u> → <u>TTY</u>:</p> <p><u>MMARS Doc ID(s)</u>:</p> <p><u>RFP/Procurement or Other ID Number</u> (if applicable):</p> <p><u>Account(s) Funding Contract</u>:</p>
<p><input checked="" type="checkbox"/> NEW CONTRACT</p> <p><u>COMPENSATION</u> (Check only one)</p> <p>→ <u>Total Maximum Obligation of this Contract</u> \$ <u>12,350</u></p> <p>→ <u>Rate Contract</u> (Attach details of rate(s) units and any calculations)</p> <p>The following <u>COMMONWEALTH TERMS AND CONDITIONS</u> for this Contract has been executed and filed with CTR (Check only one):</p> <p><input type="checkbox"/> Commonwealth Terms And Conditions</p> <p><input type="checkbox"/> Commonwealth Terms And Conditions For Human And Social Services</p> <p><u>PROCUREMENT OR EXCEPTION TYPE</u> (Check one option only):</p> <p><input type="checkbox"/> Single Department Procurement/Single Department User Contract</p> <p><input type="checkbox"/> Single Department Procurement/Multiple Department User Contract</p> <p><input type="checkbox"/> Multiple Department Procurement/Amend Department User Contract</p> <p><input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department)</p> <p><input type="checkbox"/> Grant (as defined by 815 CMR 2.07)</p> <p><input type="checkbox"/> Emergency Contract (attach justification)</p> <p><input type="checkbox"/> Contract Employee (Complete <u>Employment Status Form</u>)</p> <p><input type="checkbox"/> Collective Purchase (attach OSD approval)</p> <p><input type="checkbox"/> Legislative/Legal Exemption (attach authorizing language)</p> <p><input type="checkbox"/> Other (Specify and attach documentation):</p> <p><u>ANTICIPATED START DATE</u>: <u>July 1, 2011</u> (Enter the Date Contract Obligations may begin. Review Certification for Effective Date Below prior to entry.)</p> <p><u>CONTRACT END DATE</u>: <u>September 30, 2011</u></p>	<p><input type="checkbox"/> CONTRACT AMENDMENT/RENEWAL</p> <p>ENTER <u>CURRENT CONTRACT START</u> and <u>END DATES</u> (prior to amendment)</p> <p><u>Current Start Date</u>: <u> </u> <u>Current End Date</u>: <u> </u></p> <p><u>COMPENSATION</u>: (Check Either "No Compensation Change", "Maximum Obligation" or "Rate Change". ATTACH Amended Scope and Budget to support Amendment.)</p> <p><input type="checkbox"/> NO Compensation Change (Skip to "OTHER" section below and select change)</p> <p><input type="checkbox"/> Redistribute Budget Line Items (No Maximum Obligation Change)</p> <p><input type="checkbox"/> Maximum Obligation Change:</p> <p>a) <u>Current Total Contract Maximum Obligation</u>: \$ <u> </u></p> <p>(Total Contract Maximum Obligation, including all prior amendments)</p> <p>b) <u>Amendment Amount</u> ("+" or "-"): \$ <u> </u></p> <p>c) <u>NEW TOTAL CONTRACT MAXIMUM OBLIGATION</u>: \$ <u> </u></p> <p><input type="checkbox"/> Rate Changes to Rate Contract</p> <p><u>OTHER</u> (Check option, explain under "Brief Description" below, and attach documentation):</p> <p><input type="checkbox"/> Amend Duration Only (No Compensation or Performance Change)</p> <p><input type="checkbox"/> Amend Scope of Services/Performance Only (no budget impact)</p> <p><input type="checkbox"/> Interim Contract (Temporary Extension to complete new Procurement)</p> <p><input type="checkbox"/> Other (Describe Details and Attach documentation):</p> <p><u>ANTICIPATED START DATE</u>: <u> </u> (Enter the Date Amendment Obligations may begin. Review Certification for Effective Date Below prior to entry.)</p> <p><u>NEW CONTRACT END DATE</u>: <u> </u></p>
<p>→ <u>PROMPT PAYMENT DISCOUNTS</u>. Contractor has agreed to the following Prompt Pay Discounts for the listed Payment Issue Dates. See <u>Former Payment Discount Policy</u>.</p> <p><input type="checkbox"/> % Within 10 Days <input type="checkbox"/> % Within 15 Days <input type="checkbox"/> % Within 20 Days <input type="checkbox"/> % Within 30 Days OR, Check off the following if:</p> <p><input type="checkbox"/> Contractor either claims hardship, or proposes not to provide PPD, or compensation is not suited to prompt pay discounts (grants, non-commodity or non-service compensation)</p>	
<p><u>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT</u> (Reference to attachments is insufficient): To administer the FFY 2011 Automated License Plate Reader Grant Program under the direction of the Executive Office of Public Safety and Security</p>	
<p>CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, or an earlier Start date listed above, the "Effective Date" of this Contract or Amendment shall be the latest date this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, a later Contract or Amendment Start Date specified above, or the date of any required approvals. By executing this Contract/Amendment, the Contractor makes, under the pains and penalties of perjury, all certifications required under the attached <u>Contractor Certifications</u>, and has provided all required documentation noted with a "→" or shall provide any required documentation upon request, and the Contractor agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein, including the terms of the applicable Commonwealth Terms and Conditions available at www.mass.gov/proc under <u>Guidance For Vendors - Forms</u> or at www.mass.gov/proc under <u>OSD Forms</u>, the terms of the attached <u>Instructions</u>, the Request for Response (RFR), solicitation (if applicable) or other authorization, the Contractor's response to the RFR or solicitation (if applicable), and any additional negotiated performance or budget provisions. The terms of this Contract shall survive its termination for the purpose of resolving any claim, dispute or other Contract action, or for effectuating any negotiated representations and warranties. THE PARTIES HEREBY ALSO CERTIFY THAT (Check one option only):</p> <p>1. <input checked="" type="checkbox"/> the Contractor has NOT incurred any obligations triggering a payment collection (or dates <u>past</u>) to the Effective Date of this Contract or Amendment; OR</p> <p>2. <input type="checkbox"/> any obligations incurred by the Contractor <u>prior</u> to the Effective Date of this Contract or Amendment (for which a payment collection has been triggered) are intended to be part of this Contract/Amendment and shall be considered a final Settlement and Release of these obligations which are incorporated herein, and upon payment of these obligations, the Contractor forever releases the Commonwealth from any further claims related to these obligations.</p>	
<p><u>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</u></p> <p>→ X: <u>Ned Cuellette</u> Date: <u>6/27/11</u></p> <p>(Signature and Date Must Be Handwritten At Time of Signature)</p> <p>→ Print Name: <u>Neil E. Cuellette</u></p> <p>→ Print Title: <u>Chief of Police</u></p>	<p><u>AUTHORIZING SIGNATURE FOR THE DEPARTMENT:</u></p> <p>X: <u>Ellen S. Farnham</u> Date: <u>6-30-11</u></p> <p>(Signature and Date Must Be Handwritten At Time of Signature)</p> <p>Print Name: <u>Ellen Farnham</u></p> <p>Print Title: <u>Executive Director, Office of Grants and Research</u></p>

Loveil, James

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]
Sent: Monday, August 01, 2011 9:17 AM
To: bokeefe@abingtonpolice.org; spillanea@barnstablepolice.com; rclifford@braintree.ma.gov; cspence@townofchelmsford.us; bgoldman@concordma.gov; Lovell, James; kandrews@fitchburgpolice.com; pmcnamara@fitchburgpolice.com; asweeney@hullpolice.org; antanavicki@leicesterpd.org; jseekell@mansfieldma.com; pvaliant@marlborough-ma.gov; chief@middletonpolice.com; Falvey, Jim; lauzon@natickpolice.com; jcarney@napd.us; jdeignan@police.watertown-ma.gov; tgrady@police.watertown-ma.gov
Subject: ALPR Meeting
Attachments: MLEC Police Agency Invitation and RSVP 2011 (2).doc; contact.xls

I just want to follow up with a few points regarding last week's ALPR meeting.

- The contact information for both grant waves is attached along with the selected unit.
- If your department intends to change your vendor, please submit a request to me in writing (email is fine).
- I'm attaching the registration form for the Massachusetts Law Enforcement Challenge taking place on 8/31.
- We are always looking to improve meetings of this type. Please let me know if there is anything you would have liked covered or any other evaluation.
- The MOU you received can be sent to
 Tim Mitchell
 CJIS Operations Manager
 200 Arlington Street, STE 2200
 Chelsea, MA 02150
 617-660-4665
- Here is some information on DDACTS and MassTRAC you may find useful.

MassTRAC

As you may know, the Highway Safety Division (HSD) has been working to develop and enhance the Massachusetts Traffic Records Analysis Center (MassTRAC), a web-based solution for crash records and citation analysis, mapping, and reporting. The software provides quick and easy user access to crash data, citation data, tabulations, maps, and counts of crashes, vehicles, drivers, passengers, and non-motorists. This tool will allow the user to more effectively identify problem locations and target their human and financial resources in the areas of greatest need. Our goal is to roll this program out to law enforcement and other traffic safety partners. For more information or if you are interested in attending a training or hosting a training at your department, please contact Barbara Rizzuti via e-mail at Barbara.Rizzuti@state.ma.us.

Data Driven Approaches to Crime and Traffic Safety (DDACTS)

Please visit <http://www.nhtsa.gov/Driving+Safety/Enforcement+%26+Justice+Services/Data-Driven+Approaches+to+Crime+and+Traffic+Safety+%28DDACTS%29> for more information about DDACTS.

NHTSA Region 1 and the Executive Office of Public Safety and Security/Highway Safety Division, are scheduling a *third DDACTS Implementation Workshop* to be held at a still to be determined location in Peabody, MA. This workshop will begin at 12:00 noon on Tuesday, September 27, 2011 and conclude at noon on Thursday, September 29, 2011. Those participating police departments will receive specific instructions and detailed information preparing them to implement DDACTS in their communities. This

workshop is an excellent opportunity to participate in stimulating presentations, share exciting visions, enjoy creative thinking and get the chance to network with a gathering of traffic safety champions. Class size is limited to approximately 10 department teams representing a commander, supervisor and an analyst, so please let us know of your interest no later than 3 p.m., Friday, July 29. If you have any questions, please contact Barbara Rizzuti via e-mail at Barbara.Rizzuti@state.ma.us.

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116
Direct Line: 617-725-3341
Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

Remember to buckle up! Every trip, every time.

LONG-TERM ACTIVITY REPORT- Automated License Pla

MAIL TO: Dan DeMille
Highway Safety Division, EOPSS
10 Park Plaza - Suite 3720
Boston, MA 02116
617-725-3341

Reporting Period: 5/1-9/30

Department: Danvers PD

ALPR Vehicle:

	Month	Month	Month	Month	Month	REPORT
	May	June	July	Aug	Sep	GRAND
TOTAL # OF:						TOTAL
Traffic Stops	164	131	133	172	157	757
OUI Arrests	1	3	4	4	2	14
OUI Drug Arrests	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Speeding Citations	84	53	64	61	75	337
Seatbelt Citations	26	21	19	20	54	140
Reckless Driving	0	0	0	0	0	0
Suspended Licenses	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Recovered Stolen Vehicles	0	0	0	0	0	0
Uninsured Motorists	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Fugitives Apprehended	4	2	2	4	7	19
Felony Arrests	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Criminal Summons	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Criminal Motor Vehicle Offenses	13	17	13	14	18	75
Other Arrests	36	29	32	32	39	168
Other Citations	146	151	140	182	265	884

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" category reflect.

Average for non-ALPR Vehicle

	Month	Month	Month	Month	Month	REPORT
	May	June	July	Aug	Sep	GRAND
TOTAL # OF:						TOTAL
Traffic Stops	111	108	91	75	85	470
OUI Arrests	1	2	3	2	1	9
OUI Drug Arrests	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Speeding Citations	80	50	52	20	36	238
Seatbelt Citations	33	11	3	3	6	56
Reckless Driving	0	1	0	0	0	1
Suspended Licenses	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Recovered Stolen Vehicles	1	0	0	1	1	3
Uninsured Motorists	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Fugitives Apprehended	7	10	10	6	6	39
Felony Arrests	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Criminal Summons	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable	Unavailable
Criminal Motor Vehicle Offenses	16	13	9	13	13	64
Other Arrests	33	51	66	33	59	150
Other Citations	33	11	3	3	6	56

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" category reflect.

To come up with the average for Non-ALPR vehicles, the frequency for each category was divided by the average number of 3 to represent one cruiser on all 3 shifts.

ehicles per shift, to represent one cruiser on one shift, and then multiplied by

LONG-TERM ACTIVITY REPORT- Autom
Reporting Period: 2/1-4/30
Department: Danvers PD

MAIL TO: Dan DeMille
 Highway Safety Division, EOPSS
 10 Park Plaza - Suite 3720
 Boston, MA 02116
 617-725-3341

ALPR Vehicle:

	Month	Month	Month	Month	Month
	Feb	Mar	Apr		
TOTAL # OF:					
Traffic Stops	127	128	160		
OUI Arrests	2	3	2		
OUI Drug Arrests	N/A	N/A	N/A		
Speeding Citations	88	92	144		
Seatbelt Citations	7	2	9		
Reckless Driving	0	2	0		
Suspended Licenses	N/A	N/A	N/A		
Recovered Stolen Vehicles	0	0	0		
Uninsured Motorists	N/A	N/A	N/A		
Fugitives Apprehended	6	6	5		
Felony Arrests	N/A	N/A	N/A		
Criminal Summons					
Criminal Motor Vehicle Offenses	8	11	6		
Other Arrests	14	53	22		
Other Citations	84				

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" cate

Average for non-ALPR Vehicle

	Month	Month	Month	Month	Month
	Feb	Mar	Apr		
TOTAL # OF:					
Traffic Stops	98	103	98		
OUI Arrests	1	1	2		
OUI Drug Arrests	N/A	N/A	N/A		
Speeding Citations	56	35	36		
Seatbelt Citations	3	7	9		
Reckless Driving	1	1	1		
Suspended Licenses	N/A	N/A	N/A		
Recovered Stolen Vehicles	0	0	2		
Uninsured Motorists	N/A	N/A	N/A		
Fugitives Apprehended	8	6	8		
Felony Arrests	N/A	N/A	N/A		
Criminal Summons					
Criminal Motor Vehicle Offenses	14	6	11		
Other Arrests	37	39	40		
Other Citations	195	215	150		

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" cate

To come up with the average for Non-ALPR vehicles, the frequency for each category was divided by 3 to represent one cruiser on all 3 shifts.

ated License Plate Reader Grant

REPORT
GRAND
TOTAL
415
7
0
324
18
2
0
0
0
17
0
0
25
89
84

gory reflect.

REPORT
GRAND
TOTAL
299
4
0
127
19
3
0
2
0
22
0
0
31
116
560

gory reflect.

the average number of vehicles per shift, to represent one cruiser on one shift, and then multiplied by

LONG-TERM ACTIVITY REPORT- Automated License Pla

MAIL TO: Dan DeMille
Highway Safety Division, EOPSS
10 Park Plaza - Suite 3720
Boston, MA 02116
617-725-3341

Reporting Period: 2/1-4/30
Department: Danvers PD

ALPR Vehicle:

	Month	Month	Month	Month	Month	REPORT
	Feb	Mar	Apr			GRAND
TOTAL # OF:						TOTAL
Traffic Stops	127	128	160			415
OUI Arrests	2	3	2			7
OUI Drug Arrests	N/A	N/A	N/A			0
Speeding Citations	88	92	144			324
Seatbelt Citations	7	2	9			18
Reckless Driving	0	2	0			2
Suspended Licenses	N/A	N/A	N/A			0
Recovered Stolen Vehicles	0	0	0			0
Uninsured Motorists	N/A	N/A	N/A			0
Fugitives Apprehended	6	6	5			17
Felony Arrests	N/A	N/A	N/A			0
Criminal Summons						0
Criminal Motor Vehicle Offenses	8	11	6			25
Other Arrests	14	53	22			89
Other Citations	84					84

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" category reflect.

Average for non-ALPR Vehicle

	Month	Month	Month	Month	Month	REPORT
	Feb	Mar	Apr			GRAND
TOTAL # OF:						TOTAL
Traffic Stops	98	103	98			299
OUI Arrests	1	1	2			4
OUI Drug Arrests	N/A	N/A	N/A			0
Speeding Citations	56	35	36			127
Seatbelt Citations	3	7	9			19
Reckless Driving	1	1	1			3
Suspended Licenses	N/A	N/A	N/A			0
Recovered Stolen Vehicles	0	0	2			2
Uninsured Motorists	N/A	N/A	N/A			0
Fugitives Apprehended	8	6	8			22
Felony Arrests	N/A	N/A	N/A			0
Criminal Summons						0
Criminal Motor Vehicle Offenses	14	6	11			31
Other Arrests	37	39	40			116
Other Citations	195	215	150			560

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" category reflect.

To come up with the average for Non-ALPR vehicles, the frequency for each category was divided by the average number of 3 to represent one cruiser on all 3 shifts.

LONG-TERM ACTIVITY REPORT- Automated License Pla

MAIL TO: Dan DeMille

Reporting Period: 10/6/11 - 2/14/12

Highway Safety Division, EOPSS

Department: Danvers

10 Park Plaza - Suite 3720

Boston, MA 02116

617-725-3341

ALPR Vehicle:

	Month	Month	Month	Month	Month	REPORT
	Oct	Nov	Dec	Jan	Feb	GRAND
TOTAL # OF:						TOTAL
Traffic Stops	173	165	77	125	57	
OUI Arrests	3	1	1	1	1	
OUI Drug Arrests	N/A	N/A	N/A	N/A	N/A	
Speeding Citations	64	79	24	28	12	
Seatbelt Citations	16	8	6	21	1	
Reckless Driving	0	0	1	0	0	
Suspended Licenses						
Recovered Stolen Vehicles	0	0	0	1	0	
Uninsured Motorists						
Fugitives Apprehended	3	5	7	5	1	
Felony Arrests						
Criminal Summons	17	12	17	7	6	
Other Arrests	27	8	20	22	30	
Other Citations	145	110	120	199	93	
Criminal MV Offenses	20	22	13	6	6	

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" category reflect.

Average for non-ALPR Vehicle

	Month	Month	Month	Month	Month	REPORT
	Oct	Nov	Dec	Jan	Feb	GRAND
TOTAL # OF:						TOTAL
Traffic Stops	38.9	34.7	40.8	39.7	20	
OUI Arrests	1.1	0.83	0.28	1.4	0	
OUI Drug Arrests	N/A	N/A	N/A	N/A	N/A	
Speeding Citations	23.3	17.8	19.7	19.4	12.2	
Seatbelt Citations	5	2.2	0.28	1.7	0	
Reckless Driving	0	0	0	0	0.6	
Suspended Licenses						
Recovered Stolen Vehicles	0	0.6	0	0.6	0.3	
Uninsured Motorists						
Fugitives Apprehended	1.7	4.7	3.9	7.2	1.4	
Felony Arrests						
Criminal Summons	7.8	11.1	15.8	13.6	5	
Other Arrests	23.6	4.7	26.7	13.9	9.2	
Other Citations	50.1	58.8	58.1	75.8	31.9	
Criminal MV Offenses	4.4	5.9	6.7	4.72	3	

Indicate in the lines below the types of citations and/or warnings the codes in the "Other" category reflect.

Danvers Police Department Automated License Plate Reader Program



Submitted by Sergeant Jamie Lovell
Danvers Police Department
120 Ash Street, Danvers, MA 01923
978-774-1213 ext 147
lovellj@mail.danvers-ma.org

The Danvers Police Department was very excited to hear that the Executive Office of Public Safety and Security was able to secure additional funds to award a second round of funding for Automated License Plate Readers. Having used an Automated License Plate Reader through the NEMLEC loan program, officers and the administration were aware of how valuable this tool could be.

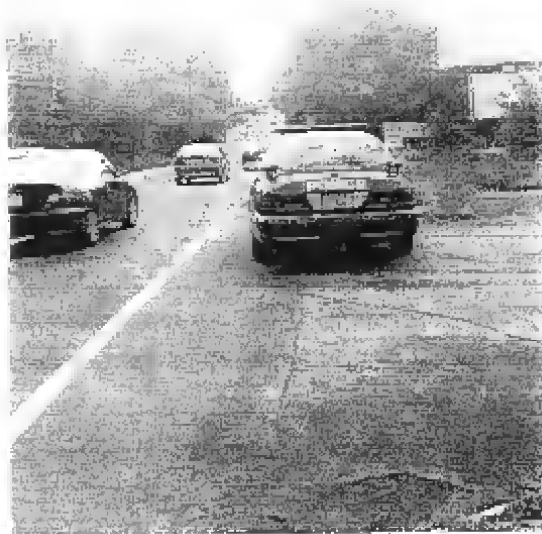
The July 25, 2011 ALPR Grant Administration meeting was very helpful. It was interesting to hear Karen Wells speak about some of the legal issues being examined such as data retention and data sharing. Tim Mitchell spoke about CJIS's role in the program. It was also very helpful to hear Officer McNamara and Captain Mintz speak about their experiences with the ALPRs and some of their recommendations.

We currently have our ELSAG MPh-900 Automated License Plate Reader installed in our traffic car, marked cruiser 978. ELSAG has been excellent to work with and the installation went smoothly with the exception of the trunk box which was damaged during shipping but quickly replaced. We are currently in the process of purchasing an additional wiring harness to be installed in a newly purchased cruiser to give us the flexibility of moving the unit and keep the system up and running if cruiser 978 goes out of service for an extended period of time. Below are a few photos:

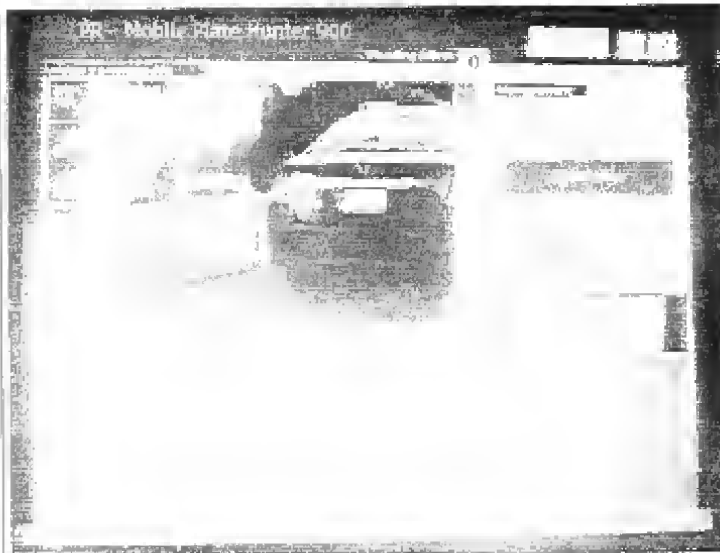
Cruiser 978 with the trunk mounted cameras



Cruiser 978 reading
registration plates on
Andover Street (Rte 114) in
Danvers



A sample of the Mobil Plate
Hunter 900 Screen seen by
officers on patrol



The ALPR became fully functional on October 6, 2011. Since Officers began using the system, it has identified seventeen revoked or suspended registrations where officers have taken action (plates seized, citation issued and or criminal complaint). We are pleased

with these numbers and expect to maintain them and hopefully increase the number of unregistered and uninsured vehicle taken off our roadways.

I am happy to report an incident that occurred early this morning where the ALPR technology may have saved someone's life. Last evening the Danvers Police received a report from a daughter that her mother had not been seen since Saturday, she was depressed and had a history of suicide attempts. The mother had recently missed her therapy session, was not answering her phone and did not report for a scheduled shift at work. Officers began investigating the incident by "pinging" her cell phone and obtaining the approximate location of her phone. The women's registration plate was entered into the ALPR which revealed the system had scanned her plate approximately eight days ago at her residence. The Plate was entered as a BOLO and Officers began checking the area provided by the cell phone company as the location of her phone. Approximately five hours after the initial report, an Officer was alerted to the woman's vehicle at a local motel through the ALPR system. The woman was found unconscious, with labored breathing, with a suicide note present. She was transported to a local emergency room.

We have high expectations for the future of the ALPR program. Our goal is to continue to remove unregistered and uninsured vehicles from the roadway and continue to use the technology to locate and identify people who are in need of assistance as in the case mentioned above. We also hope to incorporate data obtained by regional intelligence sharing to identify and locate offenders.

I would like to personally thank Dan Demille for all his hard work and assistance in administrating this grant program. I would also like to thank EOPSS for providing the Danvers Police Department with the funding to purchase an otherwise unobtainable piece of technology due to today's budget constraints.

Respectfully Submitted,
Sgt. Jamie Lovell
Danvers Police Department

DUE: 15th of the month following service

MAIL TO: Dan DeMille

Highway Safety Division FOPSS

10 Park Plaza - Suite 770

101 21K 1023 - 0000 3449
100000 116 03110

91170 HWY 1, WILSON

Equipment/Material	Approved Budget	Current Period	Prior Cumulative	New Cumulative	Balance
(1) MPPL-900 ADM3 S/L 16/25 10 ft.	\$15,000	\$15,000	0	\$15,000	
(1) Installation Support	\$1,350.00	\$1,350.00	0	\$1,350.00	
Operation Center License	\$500.00	\$500.00	0	\$500.00	
Total	\$18,950	\$18,950	0	18,950.00	

A copy of all paid invoice(s) and packing slip(s) must be included. Purchase orders will not be accepted as supporting documentation for reimbursement. Reimbursements must be received to purchase documents and equipment associated with the purchase within 48 hours of purchase.

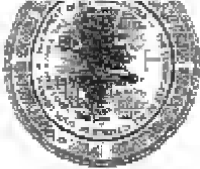
I certify that this report, statement, and the expenses for which payment is requested are true, correct, complete, and were made in accordance with appropriate Federal and State Regulations and that the articles or services listed were (or will be) necessary for and are to be used solely for the purpose specified in the award for this project. All equipment and/or materials were received in good working order and an inventory of all items will be maintained throughout the useful life of the equipment.

Chief or Authorized Signature: *med f1 OneVllge*

1. The first step is to identify the problem.

Grantee Authorized Name and Title (print) _____ VC+1 _____ VC+2 _____ VC+3 _____

<p>DUE: 15th of the month following service MAIL TO: Dan DeMille Highway Safety Division, EOPSS 10 Park Plaza - Suite 3720 Boston, MA 02116 617-725-3341 No faxes allowed</p>	<p align="center">ACTIVITY REPORT- Automated License Plate Reader Grant Monthly Reporting Period: October 2011 Department: Danvers Police Department</p>																	
<p>Have you had any technical issues or other challenges? If yes, please explain and state if they have been resolved.</p>	<p>The processor that is located in the trunk was damaged during delivery. The system was installed and ELSAG immediately sent out a replacement processor was sent out immediately and the system is running properly</p>																	
<p>List any noteworthy any successes with the program/equipment.</p>	<p>The Danvers Police received and installed the ALPR unit on September 29, 2011. As previously noted one of the components had been damaged and a replacement was sent out and installed on the morning of October 5, 2011. Officers using the ALPR have taken six unregistered/uninsured motor vehicles off the road, an average on one per day. Officers are still learning the system and have been very happy with the system.</p>																	
<p>Is your department in need of any additional support from EOPSS/HSD? If yes, please indicate.</p>	<p>Not at this time</p>																	



Town of Danvers

EASTERN BANK
LYNN, MASSACHUSETTS
53-179/113

173880

DATE
10/13/11

SIXTEEN THOUSAND NINE HUNDRED FIFTY DOLLARS & NO CENTS
AMOUNT
16,950.00

ELSAG NORTH AMERICA
205 H CREEK RIDGE RD.
GREENSBORO NC 27406

Joseph A. Collins
TREASURER

#173880# 1011301790# 00 1666 7#

Ref. No	Invoice	Date	Amount	Paid	Amount	Discont	Net
814111	156675	09/22/11	16,950.00	16,950.00			16,950.00

ELSAG North America205-H Creek Ridge Road
Greensboro, NC 27406**INVOICE**

Invoice Number: 156675

Invoice Date: Sep 22, 2011

Page: 1

Sales Order: 100004865

Tel: 336-379-7135

Fax: 336-379-7164

Bill To:Danvers Police Dept
120 Ash St
Danvers, MA 01923
United States**Ship to:**Danvers Police Dept
120 Ash St
Danvers, MA 01923
United States

Customer ID	Customer PO	Payment Terms	
DANVERS PD - MA		Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
FOX	Standard - Air	9/22/11	10/7/11

Quantity	Item	Description	Unit Price	Amount
1.00	110082	MPH-900 ADM3 ST2 16/25 10R	15,000.00	15,000.00
1.00	210002	Installation Support	1,350.00	1,350.00
1.00	421140	CV Split Cicker Mount		
1.00	420069-S	Hedley Trunk Mt Assembly-AD3S		
1.00	410322	Operation Center License	600.00	600.00
1.00	520001	Service Plan Year 1		

Vehicle # 200023
Lic ID # 80-011-545

140655

Subtotal	16,950.00
Sales Tax	
Total Invoice Amount	16,950.00
Payment/Credit Applies	
TOTAL	16,950.00

Overdue invoices are subject to late charges

205-H Creek Ridge Road

Ship Date:

9/22/2011

Sales Order Number 100004865

Greensboro, NC 27406

Voice: 336-379-7135

Sales Invoice Number 15667

Fax: 336-379-7164

To:
Danvers Police Dept 120 Ash St. Danvers, MA 01923 United States

Ship To:
Danvers Police Dept 120 Ash St. Danvers, MA 01923 United States

Customer ID	PO Number	Sales Rep Name
DANVERS PD - MA		FOX
Customer Contact	Shipping Method	Payment Terms
	Standard - Air	Net 15 Days

Packing List

Sales Order Number 100004865

Sales Invoice Number 15667

Item Description	This Shipment	Qty Packed
110082 - MPH-900 ADM3 ST2 16/25 10ft	1.00	1
420103 - 18mm ADM3 SPLIT CAMERA	1.00	1
420100 - 25mm ADM3 SPLIT CAMERA	1.00	1
420102 - 2 Port Trunk Box - ADM3 Split	1.00	1
410052 - Ethernet Cable Shielded 25'	1.00	1
421553 - ASM 2800 STORM CASE	1.00	1
410917 - Garmin GPS Antenna	1.00	1
410157 - Tape Measure	1.00	1
411739 - Opus Power Supply DC-DC 180W	1.00	1
411940 - Opus Power Supply Enclosure	1.00	1
412151 - HARNESS-1 CHNL TB PWR SUPPLY	1.00	1
412165 - OPUS TRANSPORTABLE POWER CABLE	1.00	1
411308 - 10 Ft Cable - AD3 Split	2.00	2
421140 - CV Split Clicker Mount	1.00	1
420069-S - Hedley Trunk Mt Assembly-AD3S	1.00	1
410322 - Operation Center License	1.00	NA
520001 - Service Plan Year 1	1.00	NA

Handwritten signature: JAW

Camera Serial Numbers:

Trunk Box Serial Numbers:

Comments:

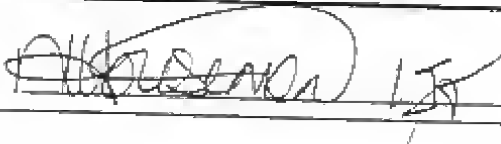
1601468

PB25300

2501969

velcro

QA Approval:



Date:

9/20/11

BOX 1 OF 1

2-COS

SW Rev
9/20/11 W

S-H Creek Ridge Road

Ship Date:

10/3/2011

Sales Order Number 201017967

Greensboro, NC 27406

Voice: 336-379-7135

Sales Invoice Number 15756

Fax: 336-379-7164

To:

Danvers Police Dept
120 Ash St.Danvers, MA 01923
United States

Ship To:

Danvers Police Dept
120 Ash St.Danvers, MA 01923
United States

Customer ID	PO Number	Sales Rep Name
DANVERS PD - MA	Warranty	FOX
Customer Contact	Shipping Method	Payment Terms
	Ground	Net 15 Days

Packing List

Sales Order Number 201017967

Sales Invoice Number 15756

Item Description	This Shipment	QTY Packed
420102 - 2 Port Trunk Box - ADM3 Split	1.00	

Camera Serial Numbers:

Trunk Box Serial Numbers:

Comments:

DB25196

QA Approval:

~~PAUL H. ADAMS~~ JT

Date:

10.3.11

BOX 1 OF 1

Return Label - RLA

OK new.
S. EmmertJP
9/28/11

Lovell, James

From: Lovell, James
Sent: Monday, September 12, 2011 5:00 AM
To: 'Daniel.DeMille@state.ma.us'
Subject: Danvers Police Status

Good Morning Dan,

I do not have anything new to report this month. We have ordered our ALPR from ELSAG and await its arrival. Once we receive the unit and the billing should I forward it to you immediately?

Respectfully Submitted

Sergeant Jamie Lovell
Danvers Police Department
120 Ash Street, Danvers MA 01923
978-774-1212 (Voice Mail ext 147)
lovellj@mail.danvers-ma.org

IMPORTANT! CONFIDENTIALITY NOTICE

This message is intended exclusively for the individual or entity to which it is addressed. This communication may contain information that is proprietary, privileged, or confidential or otherwise legally exempt from disclosure. If you are not the named addressee, you are not authorized to read, print, retain, copy, or disseminate this message or any part of it. If you received this message in error, please notify the sender immediately by e-mail and delete all copies of this message.

Lovell, James

From: Demille, Daniel (CCJ) [daniel.demille@state.ma.us]
Sent: Monday, September 19, 2011 11:14 AM
To: Lovell, James
Subject: ALPR

As long as you have the unit by the end of September you are all set. Obviously we would prefer it go into immediate use, but having it is sufficient for our purposes.

Dan DeMille, Program Coordinator
Highway Safety Division
Office of Grants and Research
Executive Office of Public Safety and Security
10 Park Plaza, Suite 3720
Boston, MA 02116
Direct Line: 617-725-3341
Fax: 617-725-0260
Daniel.DeMille@state.ma.us
www.mass.gov/highwaysafety

Cops are getting even more serious about drunk driving. Drive Sober or Get Pulled Over.

017-725-3341 MOBILE: 017-725-3341

Department: Danvers Police Department

Required to Submit Original (signed in blue ink) Plus One Copy*

4116

Departments must be prepared to produce documents and equipment associated with the purchase within 48 hours notice.

Verify that this report, statement, and the expenses for which payment is requested are true, correct, complete, and were made in accordance with appropriate Federal and State Regulations and that the articles or services listed were (or will be) necessary for Birtles to be used solely for the purpose specified in the award for this project. All equipment and/or materials were received in good working order and an inventory of all items will be maintained throughout the useful life of the equipment.

Date: 8/12/11

Neel E. Overholt Cycle of 1st Edition

Reliance on a signature will not occur without chief or authorized handwritten signature and date in blue ink

1617725.3341 No Funds Accepted.

"Original (signed in blue ink) Plus One Copy Required"

INDIVIDUAL ITEM	DATE	ITEM OR SERVICE	PURPOSE	COMMENTS (hrs., rate, etc.)	TOTAL COST OR VALUE
Sgt James Lovell	26-Jul-11	Administration Training	Learn Grant requirements/reporting	4 hrs @ \$47.79/hr	\$191.16
Chief Neil Quellette	28-Jul-11	Adminisrtation Training	Learn Grant requirements/reporting	4 hrs @ \$62.50/hr	\$250.00
				Total \$ Page One	\$441.16
				Total \$ Additional Pages	
				Total In-Kind Amount	441.16

I certify that this report, statement, and the expenses for which payment is requested are true, correct, complete, and were made in accordance with appropriate Federal and State Regulations and that the articles or services listed were (or will be) necessary for and are to be used solely for the purpose specified in the award for this project.

Chief or Authorized Signature: Neil Quellette

Grantee Authorized Name and Title (print): Neil F. Quellette Chief of Police

(Reimbursement will not occur without chief or authorized handwritten signature and date in blue ink)

Date: 5/10/11

617-725-3341 No taxes allowed

Department: **Danvers Police Department**

Have you had any technical issues or other challenges? If yes, please explain and state if they have been resolved.

No Activity to Report

list any noteworthy successes with the program/equipment.

No Activity to Report

Is your department in need of any additional support from EOPSS/HSD? If yes, please indicate

No Activity to Report

[illegible]

Scope of Services
Automated License Plate Reader (ALPR) Grant Program
July 2011 through September 30, 2011

The contractor will complete all deliverables in accordance with the application for grant funding issued by the Executive Office of Public Safety and Security (EOPSS), Highway Safety Division (HSD), the proposal with any amendments, budget and timeline submitted to the HSD.

Contract Requirements are as listed in the Application for Grant Funding and the following:

- Inventory of all equipment purchased under this grant must be maintained throughout the useful life as part of an official control system following state and federal regulations.
- To obtain reimbursements for equipment and/or materials, paid invoice(s), and a copy of any packing slip(s) must accompany the signed Expenditure Report. Purchase orders will not be accepted as supporting documentation for reimbursement. No equipment ordered or purchased prior to the effective date of the signed contract by EOPSS and the department will be reimbursed.
- Signatory on reports must certify that report and expenses for which payment is requested are true, correct and complete in accordance with the federal and state regulations and that all equipment and/or materials were received in good working order.
- Departments that procure ALPR systems under this grant program agree to electronically submit captured license plate data to the state repository maintained by the Criminal Justice Information Services (CJIS) Division at the Commonwealth's Public Safety Data Center. Captured license plate data will be made available to local, state and national law enforcement as needed to support official law enforcement operations. Guidelines for submission and retrieval of license plate data will be made available to all participating departments at the time of installation and connection of the ALPR systems.
- This is a cost reimbursement contract.
- No department may make purchases until a contract has been signed by the department and EOPSS-HSD and notification has been issued. **No costs incurred before a department receives written notification will be reimbursed.** There can be no exceptions.
- Once departments receive written EOPSS/HSD Authorization to Proceed, all approved equipment and materials must be received no later than September 30, 2011.
- Supplanting of funds is prohibited. Funds for program and services provided through this grant are intended to supplement other state or federal funding sources.
- No changes may be made in the approved budget without a written request from the contractor and written approval from the EOPSS-HSD.
- All public communications and/or news releases by the contractor concerning grant activity shall indicate that the grant is funded by the EOPSS and must be approved by EOPSS prior to release. Prior approval is not needed if using the sample press release

MAIL TO: Dan DeMatteo

Highway Safety Division, EORSS

10 Park Plaza - Suite 3720

Boston, MA 02116

617-725-3341 No taxes allowed

EQUIPMENT EXPENDITURE REPORT - FFY 2011 Automated License Plate Reader Grant

Monthly Reporting Period: March 2011

Department: Anytown, NE

Required to Submit Original (signed in blue ink) Plus One Copy

Equipment/Material	Approved Budget	Current Period	Prior Cumulative	New Cumulative	Balance
XYZ Company 3 Camera ALPR	\$18,000	\$18,000	\$0	\$18,000	\$0
Software	\$750	0	\$0	\$0	\$750
Total	\$18,750	\$18,000	\$0	\$18,000	\$750

A copy of all (paid invoice(s) and packing slip(s) must be included. Purchase orders will not be accepted as supporting documentation for reimbursement. Departments must be prepared to produce documents and equipment associated with the purchase within 48 hours notice.

I certify that this report, statement, and the expenses for which payment is requested are true, correct, complete, and were made in accordance with appropriate Federal and State Regulations and that the articles or services listed were (or will be) necessary for and are to be used solely for the purpose specified in the award for this project. All equipment and/or materials were received in good working order and an inventory of all items will be maintained throughout the useful life of the equipment.

Chief or Authorized Signatory

03/03/

Generation Authorized Name and Title (print)

Reassignment will not occur without chief or authorized handwritten signature and date in blue ink.

617725 3341 MFC

Cooper Intern: Amytown, MA

Total \$ Page One	\$1,224
Total \$ Additional Pages	
Total In Kind Amount	

Reimbursement will not occur without chief or authorized handwritten signature and date in blue ink.

51.224

[INSERT ONTO LETTERHEAD]

March XX, 2011

CONTACT:

[Department] Awarded Grant for Advanced Criminal Detection Devices

Automated License Plate Readers Dramatically Enhance Enforcement

[CITY/TOWN], MA - Today the [City/Town] police department announced that they will receive one of 26 grants to local police departments from the Executive Office of Public Safety and Security (EOPSS) to purchase an automated license plate reader (ALPR). The grants, funded by the National Highway Traffic Safety Administration and awarded on a competitive basis, totaled \$500,000.

The ALPR systems are new technology in law enforcement that is highly sought after because of the efficiency it creates. The readers can recognize over 1,000 license plates an hour on vehicles as they pass either a portable or stationary unit at vehicle speeds up to 70 mph. The information collected allows law enforcement agencies to detect motor vehicles driven by unlicensed and/or revoked operators and many other violations, including felonies. Based on the alert given when a violation has been detected, police can intervene before a driver is involved in a traffic crash or commits another violation that could result in serious injury to an innocent victim.

"ALPR systems automatically check license plates against the Criminal Justice Information System (CJIS) much faster than any person could enter them by hand," said [Department Spokesperson and Title]. "This gives us in law enforcement an amazing and productive tool to identify criminals and dangerous drivers without needing to wait for them to commit other violations."

In addition to increasing general highway safety, law enforcement officials foresee the ALPRs usefulness in addressing other public safety and criminal problems like AMBER alerts for abducted children and BOLO (Be on the Lookout) alerts for criminal offenders.

"We believe these systems will be a huge asset, making it much easier to take people who shouldn't be on our roadways off our streets and highways," said [Dept. Spokesperson].

GRANT REPORTING AND REIMBURSEMENT PROCEDURES

This instruction sheet is meant to accompany the Excel file titled "Reporting and Reimbursement Example." **You are responsible for filling out all of the highlighted areas shown in the example.**

All forms will be located at www.mass.gov/highwaysafety under the "Automated License Plate Reader Program" link. You may prepare the forms located on-line, print them out, obtain authorized signature and return them to the Highway Safety Division (HSD). One **signed original and one copy** of all reporting forms are required for reimbursement consideration. No faxes are allowed.

Equipment Expenditure, In-Kind, Activity, and Forms are due the 15th of each month following activity. Failure to submit a report may cause suspension, termination or non-reimbursement. One signed original and one copy of all reporting forms are required for reimbursement consideration. If there is a month with no grant activity, a memo or an email must be sent in place of the report stating why no activity took place.

Please be sure that all reporting forms are correct. Reports incorrectly filled out or containing errors may be returned and will delay reimbursement.

Please refer to the FFY 2011 Automated License Plate Reader Grant Narrative listed on www.mass.gov/highwaysafety and your Scope of Services for additional information.

EQUIPMENT EXPENDITURE REPORT

This form acts as your bill for equipment purchased each month. If more than one Expenditure Report Form is necessary per month, please copy the appropriate form.

1. Start by filling in the billing period and department name in the appropriate slots toward the top of the page.
2. Working horizontally fill in **all categories** for all equipment/materials purchased during the period.
 - EQUIPMENT/MATERIAL- the actual equipment/material purchased.
 - APPROVED BUDGET- the amount of funding for this equipment/material listed in your approved budget.
 - CURRENT PERIOD- the amount of funding spent on this equipment/material during **this** reporting period. **This is the amount you are requesting for reimbursement.**
 - PRIOR CUMULATIVE- the amount of funding spent on equipment/material in all **previous** funding periods.
 - NEW CUMULATIVE- the sum of the current period and the prior cumulative columns.
 - BALANCE- the amount remaining after this reporting period (Approved Budget – New Cumulative= Balance).

3. List the total equipment reimbursement request for this reporting period in the appropriate section toward the bottom of the page.

IN-KIND REPORT FORMS

You are required to submit an In-Kind Report Form for any expenses that occurred during the grant period that are not charged to the grant. Each department has an identified minimum in-kind match amount to meet before the end of the grant period.

1. Start by filling in the billing period and department name in the appropriate slots toward the top of the page.
2. Working horizontally fill in **all categories** for each in-kind function during the period.
 - **INDIVIDUAL/ITEM**- person or item being billed for
 - **DATE**- date service took place
 - **ITEM or SERVICE**- what the service was- administration, supervision, fuel, etc.
 - **PURPOSE**- why this service took place- filling out paperwork, transportation, etc.
 - **COMMENTS**- hours, rate or other cost breakdown
 - **TOTAL COST or VALUE**- what the total cost for this service is
3. At the bottom of the "Total Cost or Value" column, total up the in-kind contribution for the period.
4. The chief or authorized signatory must hand sign and date in blue ink at the bottom. The name and title must also be printed in this area.

ACTIVITY REPORTING FORM

This form acts as a record of what activity occurred during each two to four hour block conducted during the month. If performance measures are not met, departments are required to document in writing the reason(s).

1. Start by filling the reporting period and department name in the appropriate slots toward the top of the page.
2. Answer the three questions regarding challenges, success, and the need for additional support.

If you have any questions regarding your grant program and reimbursements, email daniel.demille@state.ma.us.

Model Policy

<i>Effective Date</i> August 2010		<i>Number</i>
<i>Subject</i> License Plate Readers		
<i>Reference</i>		<i>Special Instructions</i>
<i>Distribution</i>	<i>Reevaluation Date</i> August 2011	<i>No. Pages</i> 3

I. PURPOSE

The purpose of this policy is to provide officers with guidelines on the proper use of license plate recognition (LPR) systems, also commonly known as license plate reader systems.

II. POLICY

The availability and use of LPR systems have provided many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of this agency that all members abide by the guidelines set forth herein when using LPR systems.

III. ACRONYMS AND DEFINITIONS

FOUO: For Official Use Only

LPR: License Plate Recognition/License Plate Reader

OCR: Optical Character Recognition

Read: Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the LPR system.

Alert: A visual and/or auditory notice that is triggered when the LPR system receives a potential "hit" on a license plate.

Hit: A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

Hot list: License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among law enforcement agen-

cies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Departments of motor vehicles can provide lists of expired registration tags, and law enforcement agencies can interface their own, locally compiled hot lists to the LPR system. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency supported hot lists, users may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is "read" by the LPR system.

Fixed LPR system: LPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.

Mobile LPR system: LPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g., magnet-mounted), to a law enforcement vehicle for mobile deployment.

Portable LPR system: LPR cameras that are transportable and can be moved and deployed in a variety of venues as needed, such as a traffic barrel or speed radar sign.

IV. PROCEDURES

A. General

1. The use of LPR systems is restricted to public safety-related missions of this agency.
2. LPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
3. LPR systems and LPR data and associated

media are the property of this agency and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

B. Administration

1. The agency shall designate an employee(s) with administrative oversight for LPR system deployment and operations who is (are) responsible for the following:
 - a. Establishing protocols for access, collection, storage, and retention of LPR data and associated media files
 - b. Establishing protocols to preserve and document LPR reads and "alerts" or "hits" that are acted on in the field or associated with investigations or prosecutions
 - c. Establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the LPR system
 - d. Ensuring the proper selection of the personnel approved to operate the LPR system and maintaining an adequate number of trainees;
 - e. Maintaining records identifying approved LPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to LPR usage
 - f. Authorizing any requests for LPR systems use or data access according to the policies and guidelines of this agency
2. Designated, trained personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected.
3. LPR systems repairs, hardware or software, shall be made by agency authorized sources.

C. License Plate Reader System Usage

1. LPR operation and access to LPR collected data shall be for official agency purposes only.
2. Only officers who have been properly trained in the use and operational protocols of the LPR systems shall be permitted to use it.
3. At the start of each shift users must ensure that the LPR system has been updated with the most current hot lists available.
4. LPR Alerts/Hits: Prior to initiation of the stop:
 - a. Visually verify that the vehicle plate number matches the plate number run by the LPR system, including both alphanumeric characters of the license plate and the state of issuance.
 - b. Verify the current status of the plate through dispatch or MDT query when cir-

cumstances allow.

5. In each case in which an alert or a hit is triggered, the user should record the disposition of the alert and the hit into the LPR system
6. Hot lists may be updated manually if the user enters a specific plate into the LPR system and wants to be alerted when that plate is located. Whenever a plate is manually entered into the LPR system, the officer should document the reason.
7. Special Details: LPR use during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the administrator.
8. Searches of historical data within the LPR system should be done in accordance with established departmental policies and procedures.

D. LPR Data Sharing and Dissemination

LPR data should be considered FOUO and can be shared for legitimate law enforcement purposes:

1. When LPR data are disseminated outside the agency, it should be documented in a secondary dissemination log.
2. Information sharing among agencies should be dictated in accordance with MOUs (memoranda of understanding) or established departmental policies.

E. Retention

Please refer to the *License Plate Reader Concepts and Issues Paper* for a discussion on retention.

Acknowledgment

This *Model Policy* was developed by the International Association of Chiefs of Police (IACP) Law Enforcement Information Management (LEIM) Section, in cooperation with the IACP National Law Enforcement Policy Center. Additional support was provided by the LPR Model Policy Working Group, to whom we are deeply appreciative for sharing their agency policies and expertise.

Every effort has been made by the IACP National Law Enforcement Policy Center staff and advisory board to ensure that this model policy incorporates the most current information and contemporary professional judgment on this issue. However, law enforcement administrators should be cautioned that no "model" policy can meet all the needs of any given law enforcement agency. Each law enforcement agency operates in a unique environment of federal court rulings, state laws, local ordinances, regulations, judicial and administrative decisions and collective bargaining agreements that must be considered. In addition, the formulation of specific agency policies must take into account local political and community perspectives and customs, prerogatives and demands; often divergent law enforcement strategies and philosophies; and the impact of varied agency resource capabilities among other factors.

This project was supported by Grant No. 2006-DG-BX-K004 awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program offices and bureaus: the Bureau of Justice Assistance, the Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office of Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice or the IAC.

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License Plate Readers

Concepts and Issues Paper

August 2010

I. INTRODUCTION

A. Purpose of Document

This paper is designed to accompany the *Model Policy on License Plate Reader ("LPR") Systems* published by the IACP Law Enforcement Information Management (LEIM) Section and the IACP National Law Enforcement Policy Center. This paper provides essential background material and supporting documentation to provide greater understanding of the developmental philosophy and implementation requirements for the model policy. It is anticipated that this material will be of value to law enforcement executives in their efforts to tailor an effective LPR policy to meet their agencies' strategic objectives and operational requirements.

B. Acronyms and Definitions

The model policy provides a number of definitions that are of particular importance including the terms "alert," "hit," "hot list," and "read" as well as differentiating between the three categories of LPR systems: fixed, mobile, and portable. Given that the use of the system may not be restricted to sworn personnel, the term "user" is employed throughout this document and the model LPR policy to refer to any individual who can access information and use the system.

FOUO: For Official Use Only

LPR: License Plate Recognition/License Plate Reader

OCR: Optical Character Recognition

Read: Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the LPR system.

Alert: A visual and/or auditory notice that is triggered when the LPR system receives a "hit" on a license plate.

Hit: A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

Hot list: License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among

law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Departments of motor vehicles can provide lists of expired registration tags, and law enforcement agencies can also interface their own, locally compiled hot lists to the LPR system. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency supported hot lists, users may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is "read" by the LPR system.

Fixed LPR system: LPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.

Mobile LPR system: LPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g., magnet-mounted), to a law enforcement vehicle for mobile deployment.

Portable LPR system: LPR cameras that are transportable and can be moved and deployed in a variety of venues as needed, such as a traffic barrel or speed radar sign.

C. Background

A fundamental element of policing is locating vehicles that are wanted because the vehicle is stolen, wanted in connection with a crime, or driven by a subject who is wanted or suspected of committing a crime or otherwise of interest to law enforcement. Patrol officers are frequently provided with written descriptions of vehicles and/or license plates at the beginning of their shifts and asked to be on the lookout for these vehicles, or they build these lists contemporaneously during their shifts in response to offenses that are reported and calls for service. Managing these paper lists—remembering or writing down descriptions of vehicles and/or license plates and trying to maintain a constant observation for vehicles of interest—is difficult and time consuming. Investigators must rely upon witness statements to determine what areas a subject frequents and may be located.

Automated license plate recognition (LPR) systems, or license plate readers as they are commonly referred to, play an increasingly important role in public safety by enhancing productivity, effectiveness, and officer safety. LPR systems are able to recognize, read, and compare motor vehicle license plates against var-

ious "hot lists" much more efficiently than officers manually scanning and making comparisons while on routine patrol. LPR systems can observe and record over 1,000 license plates an hour in various lighting and weather conditions. LPR cameras can be fixed, mobile, or portable. A fixed LPR unit is permanently mounted, usually to a bridge or a pole, and frequently in a jurisdiction's most heavily traveled points of ingress and egress. Mobile LPR units are mounted to law enforcement agency vehicles and can capture data from any area within an agency's jurisdiction. Portable LPR cameras can be moved from vehicle to vehicle or deployed in covert configurations.

The license plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts are routinely added to "hot lists" circulated among law enforcement agencies. These lists serve an officer safety function as well as an investigatory purpose. LPR systems function in such a way as to notify an officer when a license plate on the hot list is observed in real time. Historical LPR data can also be searched to determine the date and time a license plate number contained on a hot list passed a certain camera.

The model LPR policy outlines general policies specific to LPR systems deployment and operations, and notes that policies departments may already have in place regarding information sharing and information technology security protocols may be sufficient to address similar concerns regarding LPR systems, though they may need to be updated.

II. HOW LICENSE PLATE READERS FUNCTION

LPR systems consist of high-speed cameras combined with sophisticated computer algorithms capable of converting the images of license plates into electronically readable data. Systems in existence as of the date of this report are routinely capable of capturing multiple license plate images per second on vehicles traveling at high speeds.²

A. LPR Operations

An essential element of any LPR system is the camera hardware that captures the image of the license plates. The quality of the captured image lays the foundation for the overall performance of the system. LPR systems typically utilize specialized cameras designed to capture images of license plates, either from static positions or mobile patrol vehicles.

Factors that pose difficulty for license plate imaging cameras include the speed of the vehicles being recorded, the distance and the angle of the vehicles from the camera, varying ambient lighting conditions, headlight glare, and harsh environmental conditions. In order to address these difficulties, many LPR systems employ infrared cameras operating in addition to visible light cameras.

The optical character recognition (OCR) of images captured by LPR cameras is performed through the use of sophisticated algorithms. Six primary algorithms that LPR system software requires to identify a license plate include

- plate localization, which finds and isolates the plate contained in the picture;
- plate orientation and sizing, which compensates for the skew of the plate and adjusts the dimensions to the appropriate size and shape;
- normalization, which adjusts the brightness and contrast of the image;
- character segmentation, which finds the individual

characters on the plates;

- optical character recognition, which converts the image into actual characters; and
- syntactical/geometrical analysis, which checks characters and positions against state-specific rules to identify the state of issuance for the license plate.

Many LPR systems utilizing mobile LPRs are equipped with global positioning system (GPS) receivers. This allows mobile and portable units to record the date, time, and location of license plate image capture. Data such as date and time stamps and GPS coordinates can be reviewed in relation to investigations and can help lead to critical breaks, such as placing a suspect at a scene, witness identification, pattern recognition, or the tracking of previously identified suspects.

LPR cameras take digital and infrared pictures of vehicles and license plates as they pass through the field of view of an LPR camera. These images, and the metadata associated with them (described in more detail below), can be used in a variety of public safety contexts and the amount of information utilized from an LPR system can vary depending upon an agency's objectives. Fixed LPR units in operation at national border crossings, for example, which often operate in a setting consisting of slow-moving lanes of traffic, may collect different information than a mobile LPR camera operated by a local law enforcement agency.

Images of vehicles and license plates are the primary form of information collected by an LPR system. OCR is performed on these images and the alphanumeric characters on each license plate are rendered into an electronically readable format. LPR cameras can attach date, time, and geographic location information to an image.

The image collected by an LPR camera is maintained in the information system to provide a means of ensuring that the license plate number was properly converted into an electronically readable format. This digital image, sometimes referred to as a contextual photo, can include additional information that is not necessarily electronically recorded. LPR systems may contain information including the following:

- OCR of license plate numbers;
- Digital images of license plates as well as the vehicle's make and model;
- Digital image of the vehicle's driver and passengers;
- Images of distinguishing features (e.g., bumper stickers, damage);
- State of registration;
- Camera identification (mobile cameras may capture officer identification and vehicle/unit number);
- GPS coordinates or other location information; and
- Date and time of observation.

The contextual photo provides a more inclusive view of the vehicle and its surroundings. Depending on the focal length of the camera and the distance of capture, the photo may provide a view of part or all of the vehicle, its surroundings, and possibly the occupants of a vehicle. This information may be helpful in, among other things, (a) identifying the vehicle by providing color or unique attributes such as damage or bumper stickers, (b) confirming the location of the LPR camera that took the photograph, or (c) confirming the identity of a vehicle's occupant.

Although a contextual photo contained in an LPR system may contain a great deal of raw information, only certain pieces of information contained in any LPR photograph will be subjected to OCR and rendered into an electronically readable format. Thus, images of vehicle occupants, vehicle make and model, and

any distinguishing features of a vehicle contained in a contextual photo are not electronically readable or compiled by existing LPR systems.

B. LPR Hot Lists

Many of the primary uses of LPR data involve the comparison of license plate numbers collected by an LPR system to numbers contained on a previously compiled list. These hot lists may be compiled by the local law enforcement agency utilizing the LPR system or by other state or federal government agencies. The purpose of these lists is to inform law enforcement officials which vehicles are of interest to law enforcement and why, alerting officials when such a vehicle displaying a license plate number that is included on a hot list is near an LPR camera. This can be done in real time or through the use of historical LPR data.

The use of hot lists is essential to LPR systems intended to serve public safety purposes, and the actions taken by law enforcement officers informed of a "hit" will vary depending upon the list that contains the vehicle's license plate number. Limiting the number of hot lists uploaded to an LPR system is recommended to guard against the system "crying wolf." If law enforcement officers are bombarded by an alert at every third license plate that passes the LPR camera due to the inclusion of too many hot lists, a danger might exist that officers may turn off the system or otherwise ignore alerts during their shifts. Including only those hot lists that further the law enforcement agency's goals is one way to guard against this danger. Local agencies are ultimately responsible for selecting which hot lists to upload onto their LPR systems.

Compiling and Managing of LPR Hot Lists. Managing hot lists is a key element to the success of an LPR system. The content of hot lists should be monitored to protect people whose vehicles license plate numbers are contained on such lists from continued and unnecessary annoyance. While some hot lists focus on identifying a particular vehicle regardless of who is operating it (e.g., stolen cars, AMBER alerts), other lists include license plate numbers known to be associated with specific individuals (e.g., sex offenders, wanted persons). These hot lists, whether they relate to stolen cars or potential occupants of vehicles, enhance law enforcement agencies' ability to detect crime and provide critical officer safety information.

LPR hot lists are compiled to serve agency-specific needs. Hot lists may include, for example, license plate numbers of vehicles known to be operated by (a) violent probationers and parolees; (b) violent gang members; (c) individuals with outstanding warrants; and (d) individuals identified as witnesses. In some instances, individuals provide the license plate numbers of vehicles they may operate; in others, departments of motor vehicles may provide license plate numbers of vehicles registered to individuals. In still other circumstances, license plate numbers may be linked to certain individuals by direct observation and documentation by law enforcement officers.

When developing their own hot lists, law enforcement agencies should develop a process that sets forth criteria for including certain license plate numbers on a hot list. For instance, in order to activate an America's Missing: Broadcast Emergency Response (AMBER) Alert certain criteria must be met. Specifically, a juvenile (a) must have been confirmed as abducted, (b) is under the age of 16 or has a proven mental or physical disability, and (c) is in danger of serious bodily injury. There also needs to be enough descriptive information to believe that a broadcast alert will help. Additionally, agencies may consider providing a process where-

by a license plate number's inclusion on a hot list can be verified.

Providing for verification is one way of monitoring the accuracy of data contained on a hot list. It also helps ensure that law enforcement officials act only upon complete, correct, and timely information. Agencies should also develop procedures for removing license plate numbers that do not belong on a particular hot list.

Updating and Sharing Hot Lists. Hot lists are typically uploaded onto an LPR system daily and can be updated by the authoring agency or an officer in the field. Hot list information can come from a variety of sources, including, but not limited to, stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Departments of motor vehicles can provide lists of expired registration tags and police departments can also interface their own hot lists to the LPR system. Hot lists can be uploaded onto an LPR system either as separate lists or merged into a single list.

Law enforcement officials have access to the license plate numbers contained on multiple LPR hot lists. Some hot lists will contain numerous license plate numbers, and officials may not be able, or desire, to review their entire contents. For purposes of sharing hot lists across jurisdictions, it may be beneficial for law enforcement agencies that create hot lists to maintain supporting documentation regarding why a particular license plate number is on the specific hot list and make that information available, upon request, to the agency utilizing that hot list as part of its LPR system.

The heads of law enforcement agencies are ultimately responsible for determining which hot lists are uploaded onto the agency's LPR system and what actions officers take in response to an LPR hit. Agencies should establish criteria for determining which hot lists will be uploaded onto the LPR system. Since hot lists are created to enhance law enforcement officers' abilities to conduct investigations and provide for officer safety, the contents of hot lists should not be disseminated to the public.

III. DATA QUALITY

LPR cameras capture images of vehicles and license plates, and OCR software, utilizing sophisticated algorithms, translates the alphanumeric characters on each license plate into an electronically readable format. The image collected by an LPR camera is maintained in the information system to provide a means of ensuring that the license plate number was properly converted into an electronically readable format. An LPR system's ability to accurately identify the characters on a license plate lies at the heart of the data quality issue.

A. OCR Accuracy

Many variables affect OCR accuracy. Each state has multiple license plate designs, and plates vary significantly from state to state. For maximum effectiveness, LPR systems must be properly configured to recognize the design and layout of plates most likely to be encountered in the area of operation. The shape of the characters, amount of contrast between a particular state's background and the color of the license plate characters, and whether the characters are raised or flat can all impact the accuracy of the OCR read.

Poor image resolution, and thus poor character recognition, can be the result of several factors. License plates can be too far

away for the capabilities of the LPR camera to capture and motion blur can also occur. Poor lighting and low contrast due to overexposure, reflection, adverse weather conditions, or shadows can also result in a poor image quality. Occasionally, an object might obscure all or a portion of the license plate and interfere with accurate OCR. Oftentimes the object is a tow bar, dirt on the license plate, or a loaded bike rack; other times the object may be an LPR circumvention device.

Increasing the height of the LPR camera may correct some of these problems; however, changing the position of the LPR camera with respect to the license plate it is supposed to read may require the system to adjust for the new orientation and increased skew of the license plate.

From time to time, states may make significant changes in their license plate formats and designs that can substantially impact OCR accuracy. For instance, a state might add a character or issue a new license plate design. LPR systems must adapt to these changes quickly in order to remain effective.

Sometimes the letter D is mistaken for a Q or an O. Other times, the characters on the license plate are sometimes cut off from the frame of the image; when this occurs, the OCR software may incorrectly read an E as an F or a Z as a 7. Some colors, especially reddish tones, may be difficult for LPR system OCR software to read. Learning the type of mistakes LPR system's OCR software makes can help investigators run queries on potentially misread license plate numbers. For these reasons the model policy specifies that officers should "[v]isually verify that the license plate on the vehicle of interest matches identically with the image captured, 'read,' by the LPR system, including both the alphanumeric characters of the license plate and the state of issue."

B. Comparison of OCR Information with Hot List Data

Another data quality challenge involves the comparison of the OCR data with the license plate numbers on a hot list. States develop license plate number formats robust enough to provide unique serials for all the motor vehicles the jurisdiction expects to register. Less-populous states may use six-character formats whereas more populous states may choose to utilize a seven-character format. Complicating this factor is the fact that multiple states may utilize the same alphanumeric formats; for example, neighboring states may use three letters followed by four numbers. Thus, two cars from different jurisdictions could have the same number, but different license plate designs. As a consequence, each time a law enforcement officer is alerted to the proximity of a vehicle displaying a license plate number contained on a hot list, the user should verify that the plate that caused the alert matches the hot list data.

IV. POLICY AND PROCEDURAL DEVELOPMENT

A. System Information

Given the different types of LPR systems and that each may function in a slightly different manner, it may be beneficial for an agency to describe the system(s) and intended operational use, along with any additional supplemental information, such as best practices, not otherwise covered by policy. For example, the length of time it takes to upload and download information to the LPR unit varies depending on the data transfer method. Agency best practices may dictate that, if it is a mobile LPR system the upload/download is only initiated during refueling to reduce downtime at the station.

B. Procedural Concerns and Requirements

While LPRs enhance public safety by increasing law enforcement efficiency, public concerns regarding use, data retention, and privacy implications of the technology must be addressed by implementing departments. There are a number of measures an agency can take to address these concerns as well as other questions that may arise when implementing any new technology. These include developing an operational plan that clearly articulates the purpose(s) for using license plate readers, defines how the data will be used, and means for limiting the data within those original parameters, while allowing for those circumstances where secondary uses of the LPR system or data are needed.

Before any policy or operational plan is developed it is essential that an individual with administrative oversight be designated. This individual should be someone with sufficient authority in the agency to champion the LPR program, carry out the responsibilities listed in the model policy, and authorize any additional uses of the LPR that the agency may deem appropriate.

The administrator should also do the following:

- Stay abreast of legal trends and case law in the area of license plate readers and other electronic forms of public surveillance
- Monitor the use of the LPR system and ensure periodic audits
- Ensure that the LPR system is used only for appropriate agency business in keeping with agency policy and technical requirements
- Manage the compilation of hot lists
- Make updates to the LPR policy as needed

LPR systems are only as good as the data they rely upon, and ensuring that the hot lists are kept current is critical to limiting the possibility that users will act or rely on erroneous information. The system administrator should establish criteria to determine which hot lists will be uploaded into the LPR system and establish any policy and procedures needed to govern manual entries of license plates into the LPR system. Manual entries, for example, should be reviewed periodically to determine whether they should be kept, and only certain individuals will be given the necessary IT permissions to perform this function. Many systems on the market already include technological controls governing manual updates entered in the hot lists and erase manual updates after a certain time period or whenever a new hot list is added.

In addition to managing the timeliness and accuracy of the information being included in the hot lists, data quality audits may be necessary and should concentrate on measuring the accuracy of the read when compared with contextual images. Data quality audits provide the agency with a baseline of its LPR system's accuracy over time and could alert the agency to equipment or alignments problems if there is a drop-off in the accuracy rate.

Developing policy, and training consistent with that policy, can help to address concerns that automated LPR systems take the human element out of policing. At the time of this policy's development, similar concerns had led to bans on red light cameras in at least seven states and pending legislation limiting their use in two more states.⁷ LPR systems now face the same challenge, as two states have established restrictions on the use of license plate readers.⁸

Verifying the accuracy of the license plate read and the currency of the hot list information is essential. The model policy addresses this issue by specifying that "When an LPR alerts an officer of a 'hit,' prior to initiation of a stop of the vehicle or other intervention based on the alert/hit, the officer should first: (a) Visually verify that the license plate of the vehicle of interest matches identically with the image captured (read) by the LPR system, including both the alphanumeric characters of the license plate and the state of issue; and (b) verify the current status of the license plate through dispatch or MDT query to ensure the validity of the information and whether the plate is still stolen, wanted, or otherwise of interest."

Additionally, it is important to remember that LPR systems are used to identify vehicles, not persons. In cases where agency hot lists include license plate numbers of vehicle(s) registered to persons of interest, the LPR system will alert the officer to the presence of the vehicle. The officer should act cautiously, however, to determine whether the driver is in fact the registered owner and the person of interest.

C. Security Safeguards

LPR data are sensitive enough to be categorized for official use only. As such, LPR systems should be protected by reasonable security safeguards to prevent loss or unauthorized access, destruction, use, modification, or disclosure of LPR data. Ensuring that LPR data remain secure is one way for law enforcement agencies to build public confidence.

Law enforcement agencies may consider taking several steps to help secure LPR data. LPR systems and the computers that access them should utilize antivirus software and firewalls. Additionally, it is recommended that authorized users should be given individual log-in IDs and required to utilize alphanumeric passwords consisting of a combination of upper and lower case letters, numbers, and symbols; users should also be required to frequently change their passwords and keep them safe. Law enforcement agencies should also utilize encryption technologies to protect LPR data in storage and in transit over networks.

D. Data Sharing

Most agencies already have policies concerning the dissemination and sharing of official data. Agencies should review existing information sharing policies to determine whether they adequately and appropriately cover the sharing of LPR data and make any modifications if necessary.

Since it is recommended LPR data be classified as FOUO (for official use only), agencies should maintain secondary dissemination logs when LPR data are shared outside the originating agency. Secondary dissemination logs should contain the following information:

- Description of the LPR data disseminated
- Date and time the information was released
- Identity of the individuals to whom the information was released, including agency and contact information
- Purpose for which the LPR data will subsequently be used

Such logs function as programmatic audit trails and help agencies monitor the use of the LPR data. Additionally, should the original data be revised, it may be necessary to provide the updated information to those with whom the original data were shared.

E. Data Retention

Although retention periods were once necessitated by physical storage constraints, technological advances in the electronic storage of records have made the destruction of criminal justice and law enforcement information largely unnecessary. Thus, whether to retain a piece of information indefinitely is now a matter of policy. When developing policy, consideration should be given to the fact that privacy concerns are often framed in the context of retention and agencies using LPR systems may be called upon to explain the rationale for their retention policies, particularly one that maintains data for a considerable period of time.

There is no formula for determining how long LPR data should be retained, nor have standards or guidelines been established that agencies can refer to as they develop LPR data retention policies. Given the lack of professional standards in this area, this paper offers the following recommendations on criteria that should be considered in establishing retention policies:

- State and local data retention schedules
- System type(s) being deployed (fixed, mobile, portable)
- Situational realities
- Loss of value over time
- Statutes of limitations
- Potential evidentiary value

State and local data retention schedules. State and local data retention schedules supersede retention periods established by individual entities. As noted previously, two states have already established restrictions specifically focusing on license plate readers. Even where there are no state or local guidelines directly focused on license plate readers, existing guidelines related to comparable forms of electronic data and imaging systems may be applicable to LPR systems.

System type. The type of LPR system an agency uses may also play a factor in determining retention policies. Fixed LPR systems, for example, typically capture more license plate reads in a day than mobile or portable LPR systems. As a consequence, some agencies that use more than one system type establish different retention schedules for each type of deployment, with longer retention periods for mobile and/or portable LPR systems and shorter periods for fixed LPR systems.

Situational realities. Political, social, technical, and financial realities are different in every jurisdiction, and each must be weighed against the other and combined with the business needs and priorities of the agency. Where the social and political climate is more favorable to law enforcement's use of LPR systems, a longer retention period may be possible. Longer retention periods generally require more technical and financial resources for support, however, and agency objectives and priorities in the use of LPR data should substantively contribute to decisions regarding retention duration.

Loss of value over time. Historical data may lose value over time due to the sale and transfer of automobiles or the ability to obtain information from other governmental departments.

Statutes of limitations. Consideration should also be given to the mission of the agency and to the operational objectives. If the LPR data are associated with a crime that is subject to a statute of limitations, then an agency may want to set a retention period relative to that statute.

Potential evidentiary value. Potential evidentiary value may not only affect the length of retention but how the data are retained. For example, during an investigation it may be determined that

the LPR data could be valuable at a later point. In such a case, a query for all LPR data within a certain time frame relative to the incident could be run, and the results saved to a CD or thumb drive and placed in the case jacket so they are available at a later date even if the original data have already been discarded. In this case, while saved LPR data are no longer subject to the original retention period, they may still be subject to policies regarding evidentiary practices.

F. Privacy Concerns

Chief among all of the issues and concerns raised relative to law enforcement's use of LPR systems is privacy. Concerns about privacy issues are similar to those raised about other forms of video surveillance (such as CCTVs, and red light cameras) and center primarily on the issues of loss of anonymity, data retention and sharing, and analysis out of context. The IACP's Privacy Impact Assessment Report for the Utilization of License Plate Readers notes that

"The enhanced sharing, even among law enforcement personnel, of substantial amounts of information about people not immediately suspected of criminal activity may lead the public to believe that its privacy interests are being ignored. Moreover, improper disclosure of potentially sensitive information not only damage the relationship between citizens and their governmental institutions...[but] may also make people more vulnerable to physical, emotional, financial, and reputational harms."

Law enforcement has always been permitted to record license plate numbers on vehicles in public places. The public's perception of that process changes, however, when systems are employed to record substantial amounts of information about people who are not immediately suspected of criminal activity. Depending on the type of system deployed, the amount of data gathered, and the manner in which the data are used, LPR systems have the potential to reveal an individual's driving habits. Concerns about privacy have been raised because of that ability, combined with enhanced sharing and aggregation of data. Specifically, LPR systems have the ability to capture a vehicle's presence at locations or events that are lawful and public, such as political protests, doctor's offices, or religious places of worship.

Several prominent privacy groups and LPR critics view information concerning individuals' locations as inherently prone to abuse. The concern is not limited to law enforcement, but is extended to other members of the general public. Misuses of LPR data can potentially take several forms. One common misuse of any data system involves the improper disclosure of information about an individual that could affect an individual's perceived character and reputation. Civil litigation may flow from personal damages of this type. Furthermore, the knowledge of a person's location or frequent travel pattern could, for example, heighten that person's vulnerability to property theft or physical harm if it falls into the wrong hands.

Still, there are strong arguments that persons have a diminished expectation of privacy in public spaces. It is further argued that license plate numbers identify only a specific vehicle, not a specific individual. Moreover, state laws require vehicles to be registered and generally mandate that a vehicle pass safety and emissions inspections before it can be legally driven on public roads. The public display of a license plate exists in part so that law enforcement can easily verify that the vehicle complies with the law.

The use of cameras to capture vehicle images and then use

that information to identify the vehicle's owner or operator is not a new concept. Until recently however, this technology was often time-consuming and costly to operate. It also faced a number of limiting environmental factors such as poor lighting and weather conditions, not to mention problems in producing information that could be acted upon in a timely manner. As LPR technology continues to improve, increased accuracy of these systems will better help law enforcement to identify potential suspects as well as assist in the elimination of individuals as suspects.

For a more detailed look at the privacy concerns surrounding law enforcement's use of license plate readers and how they can be addressed it is suggested that agencies also read the IACP's *Privacy Impact Assessment for the Utilization of License Plate Readers*.

ENDNOTES

¹ Much of the material for this paper is drawn from the *Privacy Impact Assessment for the Utilization of License Plate Readers*, Alexandria, Va.: International Association of Chiefs of Police, September 2009, <http://www.theiacp.org/LinkClick.aspx?fileticket=N%26E2wvY%26QU%26inbid=57> (accessed August 23, 2010).

² Most LPR systems capture multiple images of the same vehicle and then use the best image, while systems are capable of capturing more than one vehicle per second.

³ Larry Cupland, "Circumstances For a Halt to Red-light Cameras," USA Today, January 18, 2010, <http://www.usatoday.com/story/nation/2010-01-17-red-light-cameras/25464> (accessed May 4, 2010).

⁴ L. Samuel Pfeiffer, "License Plate Recognition to Be Regulated in Maine," *Security Director*, June 2, 2010, <http://www.securitymagazine.com/2010/06/02/20100602ny214> (accessed June 22, 2010).

⁵ New Hampshire bans the use of automatic surveillance technologies on a public highway. (New Hampshire Revised Statutes Annotated RSA 236:130). Maine's legislative Maine Revised Statutes §2117-A, Use of automated license plate recognition systems, limits the use of license plate readers, sets a data retention period of not more than 21 days, and limits the entities permitted to use the technology.

⁶ *Privacy Impact Assessment for the Utilization of License Plate Readers* (Alexandria, Va.: International Association of Chiefs of Police, September 2009), p. 12, <http://www.theiacp.org/LinkClick.aspx?fileticket=N%26E2wvY%26QU%26inbid=57> (accessed August 23, 2010).

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Every effort has been made by the IACP National Law Enforcement Policy Center staff and advisory board to ensure that this model policy incorporates the most current information and contemporary professional judgment on this issue. However, law enforcement administrators should be cautioned that no "model" policy can meet all the needs of any given law enforcement agency. Each law enforcement agency operates in a unique environment of federal court rulings, state laws, local ordinances, regulations, judicial and administrative decisions and collective bargaining agreements that must be considered. In addition, the formulation of specific agency policies must take into account local political and community perspectives and customs, prerogatives and demands; often divergent law enforcement strategies and philosophies; and the impact of varied agency resource capabilities among other factors.

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**Automated License Plate Reader Grant Administration
Training**
July 25, 2011 11:00 AM- 1:00 PM

- Welcoming remarks
 - Karen Wells, Senior Council, Law Enforcement and Fire Services, EOPSS
 - Sheila Burgess, Director, Highway Safety Division (HSD)
- Description of HSD overall mission and how this program fits
 - Caroline Hymoff, Senior Program Manager, HSD
- Scope of Services and reporting discussion
 - Dan DeMille, Program Coordinator, HSD
- Discussion regarding technical reporting
 - Sean Hughes, Assistant Secretariat Chief Information Officer, Office of Technology and Information Services (OTIS)
 - Tim Mitchell, Public Safety Data Center Manager, OTIS
- Discussion of ALPR experience
 - Paul McNamara, Officer, Fitchburg Police Department
 - Howard Mintz, Captain, Newton Police Department
- Questions and Comments

Handouts:

Scope of Services

Signed Contract

Reporting Forms

Contact Information

OTIS MOU Form

MEMORANDUM OF UNDERSTANDING

USE OF THE COMMONWEALTH OF MASSACHUSETTS DEPARTMENT OF CRIMINAL JUSTICE INFORMATION SERVICES (DCJIS)- CRIMINAL JUSTICE INFORMATION SYSTEMS (CJIS) NETWORK TO ACCESS NATIONAL CRIME INFORMATION CENTER (NCIC) STOLEN VEHICLE FILE and MASSACHUSETTS REGISTRY of MOTOR VEHICLE SUSPENSION AND REVOCATION FILE FOR USE WITH LICENSE PLATE READERS.

Once executed by all parties, this MOU must remain on file with the Host and User.

This Memorandum of Understanding (MOU) is entered into this 26 day
of September, 20011 by and between Massachusetts Department
of Criminal Justice Information Services, a criminal justice agency, hereafter referred to
as the **Host**, and The Denver Police Dept, a criminal justice
agency hereafter referred to as the **User**.

This MOU entered into between the Host and the User, is intended to define the terms,
conditions, and mutual responsibilities of the parties hereto, for the purpose of enabling
the User to access a stolen vehicle file daily that the Host has retrieved from the National
Crime Information Center (NCIC) as well as a Massachusetts suspension and revocation
file that the Host receives weekly from the Massachusetts Registry of Motor Vehicles.
This MOU incorporates by reference, and operates in conjunction with the standard
Massachusetts Criminal Justice Information System (CJIS) User Agreement which
includes agreement by the User to adhere to National Crime Information Center (NCIC)
Policy, including the NCIC Security Policy. It is the User's responsibility to ensure that
its CJIS User Agreement with the DCJIS is current and on file at the DCJIS - CJIS
Support Unit and with their Agency Head.

The User and Host agree:

- a. To be bound by the conditions of this MOU and to notify each other in the
event that any of the conditions stated in this Agreement change in the
future;
- b. To execute an MOU annually as long as the Host/User relationship
continues;
- c. To develop and maintain a written agreement that includes a procedural
statement that clearly identifies the responsibilities of each agency;
- d. That a violation of this MOU shall be considered a violation of the CJIS
User Agreement.

The Host hereby agrees to:

- a. Retrieve the stolen vehicle file from NCIC daily at 0300 hours via a
automatic retrieval script;

- b. Name the daily file lpr.zip;
- c. The previous days lpr.zip file will be kept as a backup in case it needs to be utilized if there is a problem with the daily file between NCIC and the Massachusetts CJIS;
- d. Retrieve the Massachusetts suspension and revocation file from the Massachusetts Registry of Motor Vehicles every Tuesday at approximately 0300 hours via an automatic retrieval script.
- e. Name the weekly file rnmvlpr.zip
- f. The previous weeks rnmvlpr file will be kept as a backup in case it needs to be utilized if there is a problem with the weekly file between the Massachusetts Registry of Motor Vehicles and the Massachusetts CJIS
- g. Place the lpr.zip and rnmvlpr.zip files in a agreeable directory on a agreeable FTP server housed within the Massachusetts CJIS Datacenter;
- h. Allow the User access to the agreed upon directory via the FTP protocol with an agreed upon username and password.

The User agrees:

- a. Retrieve the stolen vehicle file (lpr.zip) from the FTP host between 0600 and 0800 hours daily;
- b. Retrieve the Massachusetts suspension and revocation file (rnmvlpr.zip) from the FTP host between 0800 and 1000 every Tuesday.
- c. Confirm through the Massachusetts CJIS and the NCIC system prior to taking any action against a stolen, suspended, and/or revoked vehicle that is listed within the lpr.zip file and/or rnmvlpr.zip file;
- d. To notify the Massachusetts CJIS of pending termination immediately, as provided in the final paragraph of this MOU;
- e. All devices that retrieve and access the lpr.zip and rnmvlpr.zip files must have active and current anti-virus protection;
- f. All devices that retrieve and access the lpr.zip and rnmvlpr.zip files must meet the current NCIC Security Policy;
- g. Calls for service must be placed to the Massachusetts CJIS by the User;
- h. Provide the Massachusetts CJIS with the static IP address assigned to device that will access and utilize the lpr.zip and rnmvlpr.zip file.
- i. Dissemination of the lpr.zip file and rnmvlpr.zip file is limited to agencies and devices approved by the Massachusetts CJIS.

The User hereby acknowledges understanding of, and shall advise all its employees and user agency personnel, of the penalties relating to illegal actions with regard to criminal justice information, and the CJIS User Agreement.

Either the Host or the User may, upon thirty days notice to the other party in writing, cancel this MOU in its entirety. Upon determination that the User has violated any law, rule, or regulation concerning criminal justice information or violated the terms of this MOU, the Host reserves the right to terminate this MOU with or without notice. The Massachusetts CJIS may terminate this MOU at any time and without notice.

In witness thereof, the above-named parties have signed this document in full agreement on this 26th day of September, 2011.

Neil F. Overton
USER: neil f Overton HOST: _____
*By: neil f Overton *By: _____
Title: Chief of Police Title: _____
Date: 9/26/11 Date: _____
Attest: _____ Attest: _____

*Signature of person who is legally authorized to sign for the agency.